

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 23, 2013

Updated Monday, July 29, 2013

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1. SCHOOL NAME

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

320900860823 HARRIET TUBMAN CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 9

4. SCHOOL INFORMATION

| PRIMARY ADDRESS | PHONE NUMBER | FAX NUMBER | EMAIL ADDRESS |
|----------------------------------|--------------|--------------|--|
| 3565 Third Ave Bronx NY 10456 | 718-537-9912 | 718-537-9858 | michael.taylor@tubman.edisonlearning.com |

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

| | |
|--|---|
| 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Contact Name | Cleveland Person |
| 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Title | Principal |
| 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES Emergency Phone Number (###-###-####) |  |

5. SCHOOL WEB ADDRESS (URL)

HTCSBronx.org

6. DATE OF INITIAL CHARTER

2000-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2001-09-01 00:00:00

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

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

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

| Yes/No | Name of CMO/EMO |
|--------|-----------------|
| Yes | Edison Learning |

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) | Jeff Wahl | [REDACTED] | | [REDACTED] | <input type="checkbox"/> |
| CFO (e.g., network CFO) | David Peek | [REDACTED] | | [REDACTED] | <input type="checkbox"/> |
| Compliance Contact | Drew Laskowski | [REDACTED] | | [REDACTED] | <input type="checkbox"/> |

Complaint Contact

11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 2 sites

12. SCHOOL SITES

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

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

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

| | Name | Work Phone | Alternate Phone | Email Address |
|--------------------|------------------|------------|-----------------|--|
| School Leader | Cleveland Person | [REDACTED] | [REDACTED] | [REDACTED]m |
| Operational Leader | Michael Taylor | [REDACTED] | [REDACTED] | [REDACTED] |
| Compliance Contact | Michael Taylor | [REDACTED] | [REDACTED] | [REDACTED] |
| Complaint Contact | Cleveland Person | [REDACTED] | [REDACTED] | Cleveland.Person@tubman.edisonlearning.com |

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

| | Name | Work Phone | Alternate Phone | Email Address |
|--------------------|------------------|------------|-----------------|---------------|
| School Leader | Cleveland Person | [REDACTED] | [REDACTED] | [REDACTED] |
| Operational Leader | Michael Taylor | [REDACTED] | [REDACTED] | [REDACTED]m |
| Compliance Contact | Michael Taylor | [REDACTED] | [REDACTED] | [REDACTED] |
| | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

13. Are the School sites co-located?

No

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

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read "Chapman", written in a cursive style.

Signature, President of the Board of Trustees

Thank you.

Signature Page for President of Board of Trustees

Created Friday, July 26, 2013

Updated Tuesday, July 30, 2013

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

- Yes
-

Signature, Board President

Thank you.

Appendix A: Progress Toward Goals

Created Monday, July 29, 2013

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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).

<https://reportcards.nysed.gov/files/2011-12/RC-2012-320900860823.pdf>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2012-13 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress | 2012-2013 Progress Toward Attainment | If Not Met, Describe Efforts to be Taken |
|-----------------|---|-----------------------------------|--------------------------------------|--|
| Academic Goal 1 | Harriet Tubman Charter School will remain a school in good standing | NYS Report Card | TBD | |
| Academic Goal 2 | HTCS will make AYP in Grades 3-8 ELA, Mathematics and Science each year | NYS Report Card | TBD | |
| Academic Goal 3 | HTCS will exceed the percentage of students performing at proficient levels III and IV overall compared to CSD #9 in ELA on an annual basis | NY Start Data Base | Yes | |
| Academic Goal 4 | HTCS will exceed the percentage of students performing at proficient levels III and IV overall compared to CSD #9 in Mathematics on an annual basis | NY Start Data Base | Yes | |
| Academic Goal 5 | The total percentage of students in Grades 3-8 scoring at proficient and above levels III and IV, in ELA and Mathematics will increase by 4% annually | NY Start Data Base | Yes | |

Academic
Goal 6

Academic
Goal 7

Academic
Goal 8

2a1. Do have more academic goals to add?

(No response)

2012-13 Progress Toward Attainment of Academic Goals

| Academic Student Performance Goal | Measure Used to Evaluate Progress | 2012-2013 Progress Toward Attainment | If Not Met, Describe Efforts to be Taken |
|--------------------------------------|--------------------------------------|---|---|
| Academic Goal 9 | | | |
| Academic Goal 10 | | | |
| Academic Goal 11 | | | |
| Academic Goal 12 | | | |
| Academic Goal 13 | | | |
| Academic Goal 14 | | | |
| Academic Goal 15 | | | |
| Academic Goal 16 | | | |

2a2. Do have more academic goals to add?

(No response)

2012-13 Progress Toward Attainment of Academic Goals

| Academic Student Performance Goal | Measure Used to Evaluate Progress | 2012-2013 Progress Toward Attainment | If Not Met, Describe Efforts to be Taken |
|--------------------------------------|--------------------------------------|---|---|
| Academic Goal 17 | | | |
| Academic Goal 18 | | | |
| Academic Goal 19 | | | |
| Academic Goal 20 | | | |

Academic Goal
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Academic Goal
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Academic Goal
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Academic Goal
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Academic Goal
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Academic Goal
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Academic Goal
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Academic Goal
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Academic Goal
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Academic Goal
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2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

| | Organizational Goal | Measure Used to Evaluate Progress | 2012-2013 Progress Toward Attainment | If Not Met, Describe Efforts to be Taken |
|------------|---|---|--------------------------------------|--|
| Org Goal 1 | The number of out of school suspensions will decrease from Quarter 1 ending Oct 15 to Quarter 4 ending June 15 by 10% | NYC ATS report | yes | |
| Org Goal 2 | Student attendance will be 90% at a minimum and grow to 93% in the last year of the renewal period | NYC ATS report | Yes | |
| Org Goal 3 | The school will sponsor at minimum 4 general parent meetings each year designed to give the parents the tools necessary to more fully participate in their child's education and familiarize themselves with the school | HTCS Calendar and Parent Sign in sheets | Yes | |
| Org Goal 4 | Teachers, Parents and Students will express an overall satisfaction rate between 6 and 7 each year | NYC DOE Progress Report | TBD | |
| Org Goal 5 | | | | |

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

| | Financial Goals | Measure Used to Evaluate Progress | 2012-2013 Progress Toward Attainment | If Not Met, Describe Efforts to be Taken |
|------------------|---|---|--|--|
| Financial Goal 1 | Harriet Tubman Charter School will meet its annual budget targets as set by the Board approved budget each year | Target is set in the annual approved budget between EdisonLearning and the Charter Board. The annual budget is calculated by subtracting the Charter Board and Direct Site expenses | Yes | |
| Financial Goal 2 | 90% of students (grades K-7) in attendance will return the following September | NYC ATS Reports | TBD Yes based on Intent to Return forms 95% of students say they would be returning | |
| Financial Goal 3 | | | | |
| Financial Goal 4 | | | | |
| Financial Goal 5 | | | | |

Hariet Tubman Charter School Costs per student

Costs per student

| | | | | |
|----------------------------|--------|------------|----|--------|
| Total Expenses per student | 642 \$ | 10,243,146 | \$ | 15,955 |
|----------------------------|--------|------------|----|--------|

| | | | | |
|----------------------------------|--------|---------|----|-------|
| Total Admin Expenses per student | 642 \$ | 731,085 | \$ | 1,139 |
|----------------------------------|--------|---------|----|-------|



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|--------------------|
| Financial A |
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|---------------------|
| School Name: |
|---------------------|

| |
|--------------|
| Date: |
|--------------|

| |
|---|
| School Fiscal Contact Name: |
| School Fiscal Contact Email: |
| School Fiscal Contact Phone: |
| District of Location: |
| Authorizer: |
| Years of Operation: |
| Facility: |
| Grades Currently Served: |
| Planned Grades at Full Capacity: |
| Enrollment: |
| Max Enrollment: |
| Year of Most Recent Data |
| School Fiscal Contact Phone: |

| |
|------------------------------------|
| School Audit Firm Name: |
| School Audit Contact Name: |
| School Audit Contact Email: |
| School Audit Contact Phone: |

| |
|---|
| Latest Audit Period (through June 30): |
| Do Not Use this Box |



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Harriet Tubman Charter School

Enter Submission Date (07/29/2013)

Thomas Torre

NYC
SED

Public
K-8
K-8
675
675
2013

13

McGladery
Junia Perez

2012

Harriet Tubman Charter School2012

FILL IN GRAY CELLS

Harriet Tubman Charter School
STATEMENTS OF FINANCIAL POSITION
 FOR THE YEARS ENDED JUNE 30,

| | <u>2013</u> | <u>2012</u> |
|---|---------------------|---------------------|
| ASSETS | | |
| CURRENT ASSETS | | |
| Cash and cash equivalents | \$ 1,113,236 | \$ 1,371,452 |
| Grants and contracts receivable | 379,310 | 446,903 |
| Accounts receivables | - | - |
| Inventory | - | - |
| Prepaid Expenses | - | - |
| Contributions and other receivables | - | - |
| Other | 248,364 | 203,562 |
| TOTAL CURRENT ASSETS | \$ 1,740,910 | \$ 2,021,917 |
| OTHER ASSETS | | |
| Investments | \$ - | \$ - |
| Property, Plant and Equipment, Net | 1,784,116 | 1,449,492 |
| Restricted Cash | 75,000 | 75,000 |
| OTHER ASSETS | \$ 1,859,116 | \$ 1,524,492 |
| TOTAL ASSETS | \$ 3,600,026 | \$ 3,546,409 |
| LIABILITIES AND NET ASSETS | | |
| CURRENT LIABILITIES | | |
| Accounts payable and accrued expenses | \$ 15,716 | \$ 127,375 |
| Accrued payroll and benefits | - | - |
| Refundable Advances | 311,894 | 515,088 |
| Dreferred Revenue | - | - |
| Current maturities of long-term debt | - | - |
| Short Term Debt - Bonds, Notes Payable | - | - |
| Other | 2,139,907 | 1,924,767 |
| TOTAL CURRENT LIABILITIES | \$ 2,467,517 | \$ 2,567,230 |
| LONG-TERM DEBT, net current maturities | \$ - | \$ - |
| TOTAL LIABILITIES | \$ 2,467,517 | \$ 2,567,230 |
| NET ASSETS | | |
| Unrestricted | \$ 1,132,509 | \$ 953,814 |
| Temporarily restricted | 25,365 | 25,365 |
| TOTAL NET ASSETS | \$ 1,157,874 | \$ 979,179 |
| TOTAL LIABILITIES AND NET ASSETS | \$ 3,600,026 | \$ 3,546,409 |

Check - -

FILL IN GRAY CELLS

Harriet Tubman Charter School
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,

| | 2013 | | | 2012 |
|---|----------------------|------------------------|----------------------|---------------------|
| | Unrestricted | Temporarily Restricted | Total | Total |
| REVENUE, GAINS AND OTHER SUPPORT | | | | |
| State & Local Operating Revenue | \$ 9,397,982 | \$ - | \$ 9,397,982 | \$ 7,960,474 |
| Federal - Title and IDEA | 473,014 | - | 473,014 | 429,546 |
| Federal - Other | - | - | - | - |
| State and City Grants | - | - | - | - |
| Contributions and private grants | - | - | - | - |
| After school revenue | - | - | - | - |
| Other | - | - | - | - |
| Food Service/Child Nutrition Program | 310,142 | - | 310,142 | 216,613 |
| TOTAL REVENUE, GAINS AND OTHER SUPPORT | \$ 10,181,138 | \$ - | \$ 10,181,138 | \$ 8,606,633 |
| EXPENSES | | | | |
| Program Services | | | | |
| Regular Education | \$ 7,950,916 | \$ - | \$ 7,950,916 | \$ 5,065,352 |
| Special Education | 1,207,734 | - | 1,207,734 | 893,886 |
| Other Programs | - | - | - | - |
| Total Program Services | \$ 9,158,650 | \$ - | \$ 9,158,650 | \$ 5,959,238 |
| Supporting Services | | | | |
| Management and general | \$ 883,156 | \$ - | \$ 883,156 | \$ 2,701,735 |
| Fundraising | 22,645 | - | 22,645 | 958 |
| TOTAL OPERATING EXPENSES | \$ 10,064,451 | \$ - | \$ 10,064,451 | \$ 8,661,931 |
| SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS | \$ 116,687 | \$ - | \$ 116,687 | \$ (55,298) |
| Contributions | | | | |
| Foundations | \$ - | \$ - | \$ - | \$ - |
| Individuals | - | - | - | 24,194 |
| Corporations | - | - | - | - |
| Fundraising | 46,610 | - | 46,610 | - |
| Interest income | 1,904 | - | 1,904 | 5,095 |
| Miscellaneous income | 13,494 | - | 13,494 | - |
| Net assets released from restriction | - | - | - | - |
| TOTAL SUPPORT AND OTHER REVENUE | \$ 62,008 | \$ - | \$ 62,008 | \$ 29,289 |
| CHANGE IN NET ASSETS | \$ 178,695 | \$ - | \$ 178,695 | \$ (26,009) |
| NET ASSETS BEGINNING OF YEAR | \$ 979,179 | \$ - | \$ 979,179 | \$ 1,005,188 |
| PRIOR YEAR/PERIOD ADJUSTMENTS | - | - | - | - |
| NET ASSETS - END OF YEAR | \$ 1,157,874 | \$ - | \$ 1,157,874 | \$ 979,179 |

Harriet Tubman Charter School Budget Worksheet 13/14

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1.02

| | Jul '12 - Mar 13 | YTD Budget | Projection | Annual Budget | Jul '11 - Jun 12 | Recommend |
|--|---------------------|------------------|-------------------|-------------------|---------------------|-------------------|
| Income | | | | | | |
| 4001000 · GRANTS INCOME- PUPIL (GEN) | 6,053,972.00 | 6,126,378 | 8,679,937 | 8,751,969 | 7,562,451.22 | 8,873,712 |
| 4001001 · PUPIL (SPEED) 20 to 40 | 262,834.00 | 327,285 | 307,804 | 467,550 | 409,594.58 | 238,970 |
| 4001003 · SPEED 40 to 60 | 166,500.00 | 346,689 | 277,163 | 495,270 | | 685,764 |
| 4002000 · GRANTS INCOME- TITLE I IMPROV | 309,240.00 | 256,941 | 446,949 | 367,059 | 327,141.00 | 446,000 |
| 4003000 · GRANTS INCOME- TITLE II | 21,430.00 | 26,617 | 29,729 | 38,024 | 32,215.00 | 29,000 |
| 4201000 · GRANT INCOME CITY IDEA | 92,650.00 | 84,700 | 121,000 | 121,000 | 70,190.00 | 121,000 |
| 4205001 · Federal Lunch | 142,290.00 | 153,010 | 203,000 | 218,585 | 177,757.00 | 203,000 |
| 4205002 · Federal Breakfast | 25,142.00 | 26,731 | 36,000 | 38,187 | 32,128.00 | 36,000 |
| 4205003 · State Breakfast | 1,314.00 | 1,371 | 2,000 | 1,958 | 1,865.00 | 2,000 |
| 4205004 · State Lunch | 3,475.00 | 4,113 | 5,000 | 5,875 | 4,866.00 | 5,000 |
| 4503000 · MISCELLANEOUS REVENUE | 5,052.16 | 1,750 | 2,854 | 2,500 | 252.72 | |
| 4601000 · FUND RAISING ACTIVITIES | 15,372.02 | 7,500 | | 10,000 | 24,194.01 | 3,000 |
| 4602000 · HARRIET TUBMAN UNIFORM REVENUE | (402.20) | | | | (0.25) | |
| 4603000 · FIELD TRIP INCOME | 3,234.00 | | | | | |
| 4991000 · INTEREST INCOME | 1,670.96 | | 4,500 | | 4,804.59 | 2,500 |
| Total Income | 7,103,773.94 | 7,363,084 | 10,115,936 | 10,517,977 | 8,647,458.87 | 10,645,946 |

Expense

| | | | | | | |
|---------------------------------------|---------------------|------------------|------------------|------------------|---------------------|------------------|
| 50000 · SALARY | | | | | | |
| 50100 · SALARIES FT INSTRUCTIONAL | 2,010,291.42 | 1,787,570 | 2,830,674 | 2,553,672 | 2,007,887.98 | 2,527,154 |
| 50110 · Salaries FT/Non Instructional | 752,601.09 | 879,957 | 1,019,901 | 1,173,276 | 923,833.76 | 1,190,062 |
| 50115 · Salaries -Subs/Temps | 380.70 | 56,000 | 381 | 80,000 | 71,436.94 | 92,921 |
| 50130 · Overtime | 8,144.42 | | 14,219 | | 10,098.60 | |
| 50135 · Aides - FT | 350,424.76 | 204,313 | 493,573 | 291,876 | 338,879.41 | 291,791 |
| 50136 · Aides - PT | - | 59,500 | - | 85,000 | | |
| 50140 · Stipends | 3,000.00 | 9,450 | 3,000 | 13,500 | 9,440.00 | 23,500 |
| Staff Additions | | | | | | |
| After School | - | 51,496 | - | 73,565 | | 85,000 |
| 50200 · COLA @ 2% | 400.00 | | 1,600 | | | 74,126 |
| 50220 · Bonus - Merit | 24,162.01 | 28,000 | 40,000 | 40,000 | 69,999.23 | 50,000 |
| Total 50000 · SALARY | 3,149,404.40 | 3,076,286 | 4,403,348 | 4,310,889 | 3,431,575.92 | 4,469,979 |

Fringe Benefits

| | | | | | | |
|--------------------------------------|------------|---------|---------|---------|------------|---------|
| 50510 · Payroll Taxes - Fical/Med | 237,596.56 | 247,338 | 336,856 | 329,784 | 257,968.06 | 341,953 |
| 50530 · Payroll Taxes - Unemployment | 55,609.59 | 67,896 | 79,442 | 90,528 | 56,016.99 | 80,000 |
| 50535 · Payroll Tax-MTA Employer Tax | 1,738.02 | | 3,308 | | 6,330.95 | 3,374 |
| 50710 · Medical Insurance | 367,124.00 | 323,316 | 457,050 | 431,088 | 445,250.14 | 458,000 |

| | Jul '12 - Mar 13 | YTD Budget | Projection | Annual Budget | Jul '11 - Jun 12 | Recommend |
|--|---------------------|------------------|------------------|------------------|---------------------|------------------|
| 50720 · Workers Comp Insurance | 8,098.26 | - | 8,098 | - | - | 8,260 |
| 50740 · Site Based Retirement | 331,805.56 | 404,145 | 474,008 | 538,860 | 263,987.00 | 558,747 |
| Total Fringe Benefits | 1,001,971.99 | 1,042,695 | 1,358,762 | 1,390,260 | 1,029,553.14 | 1,450,334 |
| Contract Services | | | | | | |
| 51000 · Consultants | - | - | - | - | - | - |
| 51010 · Consultants - CPS | 14,000.00 | 9,000 | 20,000 | 12,000 | 21,400.00 | 20,400 |
| 51020 · Outside Services - CPS | 92,253.85 | 84,000 | 132,419 | 120,000 | 257,222.39 | 135,067 |
| 51120 · Rent Lease of Equipment | 2,256.43 | - | 3,921 | - | 2,880.31 | 3,999 |
| 51160 · Benchmark Assessment | 9,864.00 | 9,205 | 13,152 | 13,150 | 12,150.00 | - |
| 51600 · Advertising | 1,674.00 | - | 1,674 | - | 50.00 | 1,707 |
| Total Contract Services | 120,048.28 | 102,205 | 171,166 | 145,150 | 293,702.70 | 161,173 |
| Occupancy | | | | | | |
| 51040 · Facility & Ground Maint | - | 67,500 | - | - | - | - |
| 51050 · Facility Cleaning Service | 137,000.00 | 67,500 | 182,000 | 180,000 | 171,500.00 | 160,000 |
| 51070 · Security Services | 233,718.02 | 225,000 | 350,000 | 300,000 | 305,992.97 | 357,000 |
| 51072 · Alarm Services | 7,097.36 | 13,500 | 7,097 | 18,000 | 9,753.24 | 18,360 |
| 51080 · Refuse Services | 2,350.00 | 1,872 | 2,350 | 2,496 | 8,050.00 | 2,546 |
| 51100 · Rent/Lease Facility | - | 1,872 | - | 2,496 | (17,502.12) | 2,546 |
| 51110 · Rent | 249,855.28 | 249,750 | 333,140 | 333,000 | 343,481.58 | 339,803 |
| 51111 · Rent-Franklin Avenue | 270,378.33 | 262,503 | 360,504 | 350,004 | 340,323.01 | 367,714 |
| 54510 · Water/Sewer | - | 1,503 | - | 2,004 | 1,608.70 | 2,044 |
| 54520 · Gas/Electric - Utilities | 95,070.17 | 113,400 | 140,000 | 151,200 | 145,780.24 | 154,224 |
| 56175 · Real Property Taxes | 36,080.03 | 36,378 | 48,208 | 48,504 | 45,573.32 | 49,474 |
| Total Occupancy | 1,031,549.19 | 1,040,778 | 1,423,299 | 1,387,704 | 1,354,560.94 | 1,453,711 |
| Travel and Meals | | | | | | |
| 51500 · Student Transportation | - | 2,997 | - | 3,996 | - | - |
| 53010 · Non Pd. Travel | 952.20 | - | 952 | - | 1,227.12 | 971 |
| 53020 · Lodging | - | 2,997 | - | 3,996 | 2,103.80 | 4,076 |
| 53030 · Meals - Employees | 6,214.68 | 2,997 | 7,300 | 3,996 | 6,541.96 | 7,446 |
| 53050 · Transportation - Ground | 4,476.46 | 189 | 6,000 | 252 | 15,062.03 | 6,120 |
| Total Travel and Meals | 11,643.34 | 9,180 | 14,252 | 12,240 | 24,934.91 | 18,613 |
| Classroom Expenses | | | | | | |
| Library Media | - | 1,050 | - | 1,500 | - | 1,500 |
| 51035 · Student Assessment Service | - | - | - | - | - | - |
| 52015 · Replacement-Dur Curriculum | - | - | - | - | - | - |
| 52020 · Core Curriculum Consumables-SM | 65,071.17 | 84,500 | 66,546 | 99,500 | 80,673.74 | 75,000 |
| 52030 · Classroom Supplies | 40,281.28 | 46,750 | 48,012 | 55,000 | 39,416.11 | 52,500 |
| 52080 · Printed Materials & Repr Costs | 1,049.36 | 3,150 | 1,049 | 4,500 | 3,241.53 | 4,500 |

| | Jul '12 - Mar 13 | YTD Budget | Projection | Annual Budget | Jul '11 - Jun 12 | Recommend |
|---|-------------------|----------------|----------------|----------------|-------------------|----------------|
| 52110 · Audio/Visual Supplies | 919.50 | 3,150 | 3,678 | 4,500 | 8,576.17 | 4,500 |
| 52120 · Extra Curriculum Supplies | - | 1,680 | - | 2,400 | 1,433.09 | 2,400 |
| 52130 · Training/Meeting Materials | 30.04 | 700 | 30 | 1,000 | 191.51 | 1,000 |
| 52160 · Promotional Items | - | 1,050 | - | 1,500 | 914.12 | 1,500 |
| 52170 · Subscriptions | 3,664.94 | 525 | 3,665 | 750 | 603.00 | 750 |
| 86010 · Activities Instructional | 23,466.71 | 18,900 | 38,105 | 27,000 | 45,587.60 | 27,000 |
| Total Classroom Expenses | 134,483.00 | 161,455 | 161,085 | 197,650 | 180,636.87 | 170,650 |
| 51090 · Food Services | | | | | | |
| 52180 · Food Supplies | 9.29 | | | | | |
| 51090 · Food Services - Other | 201,879.10 | 205,772 | 296,000 | 293,960 | 237,661.42 | 300,000 |
| Total 51090 · Food Services | 201,888.39 | 205,772 | 296,000 | 293,960 | 237,661.42 | 300,000 |
| Maintenance and Repairs | | | | | | |
| 55010 · Repairs & Maint Facility - RM | 14,265.00 | 117,000 | 16,350 | 135,000 | 49,175.00 | 65,000 |
| 55030 · Repairs & Maint Equip - RM | 1,598.63 | 3,744 | 1,599 | 4,992 | 10,408.63 | 5,092 |
| 55040 · Repairs & Maint Furniture - RM | 6,337.00 | | 11,737 | | - | 11,972 |
| 55050 · Maintenance Contract - AGGR- RM | 57,732.21 | 47,250 | 81,762 | 63,000 | 45,620.25 | 83,397 |
| Total Maintenance and Repairs | 79,932.84 | 167,994 | 111,448 | 202,992 | 105,203.88 | 165,461 |
| Other Expenses | | | | | | |
| 56010 · Employee Training | 5,540.35 | 9,000 | 5,540 | 12,000 | 300.00 | 5,000 |
| 56015 · Teacher Recruiting -Other Exp | 712.75 | 6,750 | 965 | 9,000 | 5,862.70 | 5,000 |
| 56020 · Conference Fees | 975.00 | 4,500 | 975 | 6,000 | 3,235.75 | 1,500 |
| 56030 · Membership Dues | 2,050.00 | 9,000 | 2,050 | 12,000 | 9,931.00 | 3,000 |
| 56050 · Bank Service Charges | 56.86 | 378 | 115 | 504 | 379.64 | 750 |
| 56070 · Miscellaneous - Other Exp | 5,392.07 | 1,800 | 6,064 | 2,400 | 26,783.13 | 6,000 |
| 56090 · Field Trips | | | | | | - |
| 56130 · Property & Casualty Insurance | 9,000.00 | 45,000 | 30,000 | 60,000 | 34,128.00 | 45,000 |
| 66000 · Payroll Expenses | 14,119.79 | 24,750 | 23,133 | 33,000 | 25,812.25 | 26,000 |
| 88888 · Board Exp - Admin exec | 29,617.60 | 18,747 | 30,416 | 24,996 | 7,936.63 | 31,024 |
| 88889 · Event Fund Raising Act - Admin | 3,000.00 | | | | 958.00 | - |
| Total Other Expenses | 70,464.42 | 119,925 | 99,258 | 159,900 | 115,327.10 | 123,274 |
| Supplies | | | | | | |
| 52070 · Copy Paper | 6,936.16 | 5,625 | 6,936 | 7,500 | 8,638.41 | 7,500 |
| 52090 · Computer Supplies | 2,563.49 | 13,500 | 4,054 | 18,000 | 14,735.18 | 12,000 |
| 52100 · Computer Software | 36,254.35 | 20,997 | 36,254 | 27,996 | 25,374.68 | 37,000 |
| 52140 · School Office Supplies | 19,835.49 | 13,500 | 20,986 | 18,000 | 18,283.08 | 18,000 |
| 52141 · miscellaneous supplies maintena | 18,590.65 | 22,500 | 18,912 | 30,000 | 28,441.92 | 18,000 |
| 52142 · Postage and Stamps | 1,251.50 | 4,500 | 1,252 | 6,000 | | 3,000 |
| 52143 · Express Mail | 607.16 | 567 | 896 | 756 | 818.65 | 756 |

| | Jul '12 - Mar 13 | YTD Budget | Projection | Annual Budget | Jul '11 - Jun 12 | Recommend |
|---|------------------|------------|------------|---------------|------------------|------------|
| 52150 · Custodial Supplies | 1,880.43 | 2,997 | 2,242 | 3,996 | 3,161.72 | 3,996 |
| Total Supplies | 87,919.23 | 84,186 | 91,532 | 112,248 | 99,453.64 | 100,252 |
| Telecommunications | | | | | | |
| 54010 · Communication-Phone/Fax | 7,962.19 | 29,997 | 18,677 | 39,996 | 13,116.39 | 19,000 |
| 54012 · Communication Wireless | 13,868.45 | 11,421 | 17,511 | 15,228 | 16,475.44 | 18,000 |
| 54015 · Communication Internet Access | 12,102.88 | 11,997 | 15,000 | 15,996 | 11,371.89 | 15,000 |
| 54016 · COMMUNICATION-EMAIL SERVICE | 2,992.42 | 378 | 6,271 | 504 | 1,311.30 | 6,500 |
| Total Telecommunications | 36,925.94 | 53,793 | 57,459 | 71,724 | 42,275.02 | 58,500 |
| Professional Fees | | | | | | |
| 56110 · Auditing Fees | 57,456.00 | 45,000 | 57,456 | 60,000 | - | 55,000 |
| 56112 · Accounting fees | 66,967.50 | 80,000 | 78,000 | 110,000 | 109,364.66 | 60,000 |
| Total Professional Fees | 124,423.50 | 125,000 | 135,456 | 170,000 | 109,364.66 | 115,000 |
| Management Fees | | | | | | |
| 56120 · Management Fee | 1,066,765.00 | 1,104,388 | 1,517,390 | 1,577,697 | 1,327,869.00 | 1,596,892 |
| Total Management Fees | 1,066,765.00 | 1,104,388 | 1,517,390 | 1,577,697 | 1,327,869.00 | 1,596,892 |
| Depreciation and Amortization | | | | | | |
| Depreciation Exp Durable Curric | - | 10,503 | - | 14,004 | 33,812.09 | 23,179 |
| 81000 · Amortization Leasehold Improvem | 17,003.85 | 63,747 | 24,291 | 84,996 | - | 178,000 |
| 81500 · Deprec - deferred lease | 63,749.97 | 63,747 | 91,071 | 84,996 | 91,452.81 | 85,000 |
| 82000 · Amortization - playground | 9,093.78 | 63,747 | 12,991 | 84,996 | 85,000.00 | - |
| 83000 · Deprecation furniture | 4,117.14 | 33,003 | 5,882 | 44,004 | 0.10 | 33,000 |
| 83005 · Deprecation equipment | 25,698.96 | 54,000 | 36,713 | 72,000 | 30,484.33 | 102,440 |
| Deprecation and Amortization - Other | 104,000.00 | | 154,052 | | 98,732.70 | 37,000 |
| Total Depreciation and Amortization | 223,663.70 | 225,000 | 325,000 | 300,000 | 339,482.03 | 458,619 |
| Total Expense | 7,341,083.22 | 7,518,657 | 10,165,455 | 10,332,414 | 8,691,601.23 | 10,642,458 |
| Net Income | (237,309.28) | (155,573) | (49,519) | 185,563 | (44,142.36) | 3,488 |

Appendix E: Disclosure of Financial Interest Form

Created Friday, July 26, 2013

Page 1

320900860823 HARRIET TUBMAN CS

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

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

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

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

Thank you.

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Tuesday, July 23, 2013

Updated Tuesday, July 30, 2013

Page 1

320900860823 HARRIET TUBMAN CS

1. Current Board Member Information

| | Full Name of Individual Trustees | Position on Board (Officer or Rep). | Voting Member | Area of Expertise &/or Additional Role | Terms Served & Length (include date of election and expiration) | Committee affiliations |
|----|----------------------------------|-------------------------------------|---------------|--|---|--|
| 1 | Cliff Frazier | Chair/President | Yes | | Founding Member, Permanent Member | Governance Committee Finance Committee, Ad-Hoc Site Committee |
| 2 | Claudia Nisbett | Vice Chair/Vice President | Yes | | Founding Member, Permanent Member | Governance Committee, Ad-Hoc Site Committee, Fundraising/Marketing Committee |
| 3 | David A. Bolling | Treasurer | Yes | | Founding Member Permanent | Committee, Personnel Committee |
| 4 | Barbara Gailliard Nowell | Secretary | Yes | | 4th Term 4/05/05-11/13/07, 11/07-11/09, 11/09-11/11,11/11-11-13 | Governance Committee |
| 5 | Jerima DeWese Bowens | Member | Yes | | 5th Term 6/04-11/06, 11/06-11/08, 11/08-11/10, 11/10-11/12, 11/12-11/14 | Personnel Committee , Grievance Committee |
| 6 | Mildred McGee | Member | Yes | | 4th Term 7/05-11/07, 11/07-11/09, 11/09-11/11, 11/11-11/13 | Education Committee, Fundraising/Marketing Committee |
| 7 | Denise Mitchell | Member | Yes | | 3rd Term 11/07-11/09, 11/09-11/11, 11/11-11/13 | Grievance Committee, Personnel Committee |
| 8 | Winston Thompson | Member | Yes | | 3rd Term 3/07-11/09, 11/09-11/11, 11/11-11/13 | Finance Committee |
| 9 | Rey Allen | Member | Yes | | 1st Term 5/12-11/14 | Education Committee |
| 10 | Marlon Dunbar | Member | Yes | | 1st Term 5/12-11/14 | Finance Committee, Fundraising/Marketing committee |
| 11 | Geraldine Hunter | Member | Yes | | 1st Term 5/12-11/14 | Education Committee |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |

17

18

19

20

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

0

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

12

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

12

Thank you.

**Harriet Tubman Charter School
Board of Trustees Meeting**

Date: July 10, 2012
Location: 3565 Third Avenue Bronx, NY 10456

Board Members in Attendance

Cliff Frazier, Chair; Claudia Nisbett, Vice Chair; David A. Bolling, Treasurer; Geraldine, Hunter, Rey Allen, Marlon Dunbar, Mildred McGee; Cleveland Person, Principal, ex-officio member

Others in Attendance

HTCS staff: Michael Taylor, Director of Operations; Edison Learning staff: Drew Lascowski; Tom Torre, CFO, Kiwi Partners; Dr. Elizabeth McGee

The meeting was opened by the Chair at 6:20 PM

Moved: that the agenda be approved

Made by: Trustee Hunter

Seconded by: Trustee Bolling

Action: Carried Unanimously

Moved: that the minutes be approved pending corrections emailed to the secretary

Made by: Trustee Bolling

Seconded by: Trustee Allen

Action: Carried Unanimously

Treasurer's Report – Trustee Bolling

The "Finance Committee Report" was distributed to each Board member.

As of May 31, 2012:

Total Current Assets: \$2,429,000

Total Current Liabilities: \$3,000,220

Variance: [negative] \$159,000

YTD Expense Variance: [negative] \$39,000

Finance Committee – Tom Torre

Total Cash (2012) - \$1,963,000 Total Cash (2011) - \$1,508,000

Total Accounts Receivable (2012) - \$465,000

Total Accounts Receivable (2011) - \$363,000

The difference in accounts receivable between the two years is due to having 100 more students.

Fixed Assets - \$265,381

Accumulated Appreciation for Franklin Ave - \$48,000

Total Fixed Assets (2012) - \$1,298,000 Total Fixed Assets (2011) - \$1,050,000

Total Assets (2012) - \$3,873,000 Total Assets (2011) - \$2,976,000

Current Liabilities (2012) - \$3,179,000 Current Liabilities (2011) - \$2,197,000
Net Assets (2012) - \$653,000 Net Assets (2011) - \$747,000

Profit/Loss

YTD Actual Revenue- \$7,991,000 YTD Budget - \$7,832,000
YTD Expense - \$7,984,000 YTD Budget - \$7,945,000
YTD Surplus - \$6,550 YTD Budget \$-112,000
Current Month - \$220,000

A large portion of the current month's surplus is due to fringe benefits

TRS: Mr. Torre received notification from TRS that they overcharged HTCS by \$283,000 for current fiscal year and they sent us a check. Due to that, a forecasted \$100,000 deficit will become a surplus. TRS does billing based on an estimate and modifies it with a once a year actuarial calculation.

Mr. Torre stated that the comparisons to last year are not ideal because HTCS has 100 new students.

Monies Due Edison for June, 2012

Net Mgmt Fee - \$1,785,000

Accounts payable - \$303,069

Accrued Expenses \$5,941,000 (Unpaid by Edison)

Due Edison \$1,126,821 (A check was written for this amount on the same day as the Board meeting)

Edison Payment is not part of revenue and expense. It's part of liabilities.

Personnel Committee Report

Mr. Person reported in place of Trustee Bowens

Letters of Agreement: Letters of Agreement were finalized for the month of June. Ninety-eight percent of the letters have been signed by staff returning to HTCS. The remaining 2 percent are PIPs that need to be finalized. There is a staff member whose position is unclear at this time.

Site Committee – Trustee Nisbett

Church Issues: A number of issues have come up with the Franklin Ave. Campus with which HTCS' attorney Mr. Riter is now involved. The church may have 2 parking spaces provided that the IDs are on file. Issues concerning parking spaces, the roof, and electricity are being examined. According to Mr. Riter, the church's attorney, Mr. Newman, reported that the church doesn't have the money, but can deduct the amount from HTCS' rent payment

Letter of No Intent: HTCS needs to go through the paperwork to get the building violations removed, and may need a Fire Department inspection. The Letter of No Intent mistakenly states that the school is run by the church. This should be clarified with the Commissioner of Buildings.

ADA Compliance: Chairman Frazier mentioned that HTCS must meet with the architect who made out the plans to address ADA requirements. HTCS must be approved for ADA approval.

Discussion ensued regarding options to meet ADA approval.

Trustees expressed concerns because of the reconfiguring of the cafeteria that would be required.

Lease: The Site Committee expressed displeasure at the treatment they've received from the church.

Principal's Report – Cleveland Person

Enrollment in June 2012 - 568 students

Attendance - 92%

Suspensions - none

Student Achievement: HTCS is still waiting for the results of the assessments.

Core Value- *Hope* was the core value for June.

End of Year Activities

Graduations and StepUps were successful. There were Board members at all of the ceremonies. Staff did a really good job considering the temperature/heat wave.

The 21st Century and Connecticut Ballet programs concluded in June.

Connecticut Ballet's performance was successful.

Mr. Person will be in touch with First Tee for the beginning of the school year.

Retention

There was one 8th grade holdover out of 50 students.

Professional Development: PD for teachers was conducted by Mr. Bedford, Mr. Diconsiglio and Mr. Speck during the last 2 days of June. Ms. Gerchman was also present.

Parental Outreach: Parents were contacted regarding student holdovers by telephone. HTCS also sent return receipt letters in the mail. Summer School letters were mailed to homes of those students needing remediation. Summer School isn't mandatory; it's just strongly suggested.

HTCS needs to reach out to parents in order to improve the Parent Association's level of activity.

Summer School: HTCS parents are being told by some DOE schools that their children will be placed in Summer School programs of their student's school. Parents should report this to the DOE. Students should also be able to take the tests in a "walk-in" fashion. HTCS does not have a Summer School program since over 85% of its kids don't require it.

Director of Operations' Report - Mr. Taylor

Personnel - HTCS currently has 11 teaching vacancies and 2 administrative vacancies. as of the end of June/beginning of July. We are working with Edison and plan to place new ads. We plan to email the ad to the Board before it goes out. Revisions in the printed ad were discussed.

Students: HTCS is 15 students from being fully enrolled for next year. Orientation for new families in grades K-8 have taken place.

EdisonLearning is involved in the recruitment effort.

HTCS has an incoming student with a physical need accommodation. The HTCS social worker is investigating if the need is mobility-related.

Summer Maintenance: Quotes for Interior painting range from \$28,000 for both buildings to \$46,000 for one. This cost should be considered with the impending ADA cost.

Operations Meeting: The Operations group met and discussed: ordering curriculum materials, physical plant, staffing and student activities. They also discussed leaving best practices in Policies/Procedures.

Landlord: Mr. Taylor will meet with the landlord (Rudy Fuentes) of the building to discuss his offer to do something for the school, ADA compliance and to discuss the issue of continuing water-damage due to a nearby building.

Building Cleanliness: Mr. Person expressed that the internal cleanliness and presentation of the EA building needed to be maintained due to its effect on students' learning environment and their behavior.

End of Year Activities: Mr. Taylor specifically thanked Ms. Osborne, Ms. Addo and Ms. Marrero for exceeding expectations in planning the following end of year activities: a 2-night 3-day trip, a Day trip, an 8th grade dance, 3 promotion ceremonies, a street fair, Field Day. Chairman Frazier commented that the two graduations which he attended were beautiful.

EdisonLearning – Drew Lascowski

Other EdisonLearning staff member are attending the annual the Edison summer conference.

Mr. Laskowski is working with Michael Taylor to see if Edison can provide visits the school 2-3 times a month.

The meeting was adjourned at 7:17 PM.

**Harriet Tubman Charter School
Board of Trustees Meeting**

Date: August 7, 2012
Location: 3565 Third Avenue Bronx, NY 10456

Board Members in Attendance

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

Others in Attendance

HTCS staff: Michael Taylor, Director of Operations; Jonathan Maniotis, Elementary Academy Director; Tom Torre, Kiwi Partners, CFO; Dr. Elizabeth McGee; Conference call: Teresa Gerchman, EdisonLearning, VP Educational Services

The meeting was opened by the Chair at 6:30 P.M.

Moved: that the agenda be approved with corrections.

Made by: Trustee McGee

Seconded by: Trustee Hunter

Action: Carried Unanimously

Moved: that the minutes be approved with the corrections given from Mr. Torre

Made by: Trustee Nisbett

Seconded by: Trustee McGee

Action: Carried Unanimously

Governance Committee – Chairman Frazier

Chairman Frazier introduced and welcomed the new Elementary Academy Director, Jonathan Maniotis, to this Board meeting.

Treasurer’s Report – Trustee Bolling

The Treasurer’s Report for June 30, 2012 was distributed to the Board of Trustees.

Current [tape unclear] - \$1,943,000
Assets - \$1,788,000
Total Current Liabilities - \$2,226,000
Net Assets - \$1,208,000

YTD Input - \$8,785,000
Expenses - \$8,000,592
Budget Rev. - \$8,702,000
Budget Exp. - \$8,000,694
Rev. Variance - \$83,000
YTD Expenses Variance - \$122,000

Finance Committee Report – Tom Torre, CFO

The Finance Committee Report was distributed to the Board of Trustees.

| | |
|---------------------------------------|---------------------------------------|
| Total Assets (2012) - \$3,444,629 | Total Assets (2011) - \$2,856,114 |
| Liabilities (2012) - \$226,000 | Liabilities (2011) - \$1,850,000 |
| Total Net Assets (2012) - \$1,208,123 | Total Net Assets (2011) - \$1,005,188 |

Mr. Torre did not compare the figures below to the previous year, due to the difference in number of students.

| | |
|---------------------------|----------------------|
| Rev. Actual - \$8,785,718 | Budget - \$8,702,979 |
| Expenses - \$8,582,784 | Budget - \$8,694,247 |
| YTD Surplus - \$202,935 | |

The Revenue Surplus was largely due to the \$283,000 Rebate from TRS

Revenues from operations - \$8,756,000
Expenses - \$8,582,000
Net revenue - \$173,000

Additional revenue - \$29,000
Net revenue - \$202,935

Personnel Committee Report – Trustee DeWese-Bowens

- On June 23, the Personnel Committee signed 98% of the contracts and recently finished the remaining ones.
- Welcome to Mr. Jonathon Maniotis, recently hired as the new Director of the Elementary Academy.
- Recruitment for a new Director of the Junior Academy is still in progress. Teacher recruitment has gone well.

Site Committee Report – Trustee Nisbett

- The Site committee will meet this week, pending Ms. Brooks' schedule. Price quotes are in to address ADA Compliance. The Site Committee is determining the best way to conduct it. Further review will be held to determine the need for an elevator, ramp, or lift. Chairman Frazier said that an architect will render an opinion as to our options for compliance.

Principal's Report – Cleveland Person

The Principal's Report was distributed. Highlights include the following:
Enrollment for the upcoming school year is currently at 640 students out of 675.

Student Achievement

HTCS outperformed District 9 in ELA Grades 3-8 by approximately 9%.
HTCS outperformed District 9 in math Grades 3-8 by approximately 10%.

Grade 3 students showed an improvement of 15%.

CTT Classes

Parents seem to be reluctant to come into the school and physically sign the letter for CTT students. The letter for parents was pending CSE approval and was not available at the end of the year for parent signatures. Mr. Person and Mr. Maniotis are addressing this. A parent meeting was recommended in which spec. ed teachers would be present to more clearly explain the CTT approach to instruction for their children.

Staff - All newly hired teachers are *Highly Qualified*. However, there are 4 teachers who are not yet certified nor HQ. There is a vacancy for an ELL teacher in Elementary Academy. Five teachers will be on a Performance Improvement Plan (PIP) this year. We are in the process of recruiting a Director for the Junior Academy.

New Instructional Initiatives

Springboard Math

Reading and Writing

Goal: to increase the level of vocabulary in kindergarten.

Program-SITE.

Goal: to introduce a script writing program

Sheila Halligan may be consulted for work on the script program

Goal: Provide a clear vision for the staff

in understanding and developing *One Vision/ One Voice*

Goal: Clear and concise PD from the Literacy Coach

HTCS Goals:

to ensure that HTCS will be an A School

to develop a clear vision (Communication)

to increase student achievement in ELA across all grades

to promote a functioning Parent Association

Progress Report

HTCS is still waiting for the NYS Progress Report.

NYS is still waiting for Free/Reduced Meal status.

Mr. Person's goal for HTCS is for HTCS to become a Grade A school. This will require more focus on ELA and on making ELA more inter-disciplinary.

Parents' Association - The Principal plans to work with Rock Academic Services in an initiative to increase parent involvement at HTCS.

Professional Development –

To enhance PD, a more detailed agenda will be required.

Springboard Math PD may take place between normally scheduled PD

Director of Operations' Report – Michael Taylor

The Report was distributed. Highlights were as follows:

Furniture - There was no new furniture purchased this year. New lockers were purchased.

Rooms - There were sufficient classrooms.

Two new offices were built: one for the guidance counselor and one for the school psychologist.

Painting and Maintenance: The interior of the EA building was painted. There will be some touch-up work done on the Franklin Ave. Campus.

Standard summer maintenance was performed, including deep and high cleaning in both buildings.

Personnel - There were 19 new hires and all are certified.

Recruitment - Sara Ackay, from EdisonLearning helped greatly with recruitment process, including through turn-around, background screening and sending candidates. Her efforts with advertising were also helpful. Ads were run in *New York Times*, *Monster.com*, *Aftercollege.com*, *workplacediversity.com*, and through EdisonLearning (Indy and SimplyHired). The *NY Times* ads cost \$2200-2300 and needs to be refreshed when the ad reached the bottom during its public run.

Material Purchasing – Smartboards and laptops.

The software budget has been spent on Achieve 3000, Study Island and AIMS web. Any future purchases are out of budget.

Laptops: Some former staff members have not returned their laptops upon leaving HTCS. They are liable to pay for it after a certain amount of time. Pay can not be withheld to cover this. HTCS will make a greater effort to contact the former staff members who have laptops due to the high amount of proprietary information on them.

New Business

Drew Laskowski (EdisonLearning) and Torre were thanked for their preparation of the Annual Report.

Chairman Frazier thanked Mr. Person, Mr. Taylor and those involved in the Financial Report.

Moved: that the meeting be adjourned

Made by: Trustee Nowell

Seconded by: Trustee Allen

Action: Carried Unanimously

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

**Harriet Tubman Charter School
Board of Trustees Meeting**

Date: September 11, 2012
Location: 3565 Third Avenue Bronx, NY 10456

Board Members in Attendance

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

Others in Attendance

HTCS staff: Michael Taylor, Director of Operations; Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Tom Torre, CFO, Kiwi Partners; Dr. Elizabeth McGee

The meeting was opened by the Chair at 6:30 P.M.
HTCS Board, staff and CFO identified themselves by name and role at the school.

Consent Items

Moved: that the agenda be approved

Made by: Trustee Nisbett

Seconded by: Trustee Bolling

Action: Motion carried unanimously

Correction: the \$238,000 from TRS is a refund, not rebate

Question raised about the additional revenue

Tom Torre will follow up on the question as to the source of the \$29,000 additional revenue.

Moved: that the minutes be accepted with the necessary correction

Made by: Trustee McGee

Seconded by: Trustee Hunter

Action: Motion carried unanimously

Governance Committee Report – Chairman Frazier

- The Chair introduced the new Academy Director of the Junior Academy, Felicia Yarber. Ms. Yarber responded...” thank you for welcoming me. I definitely feel welcomed by not only the board, the trustees, but also by the staff here, students and parents. I am just fortunate to be here; and I assure you that yes, Mr. Frasier, we are going to have a great year. We’re going to have the best year that we’ve ever had. I’m excited about what I’ve seen thus far. I’m excited about the freedom that the principal allows me to have. I’m just excited to be here. I’m elated. Thank you so much for this opportunity.” Ms. Yarber was asked to share information about her background which she did.

- The Chair asked Mr. Jonathan Maniotis, the present Academy Director of the Elementary Academy, a former teacher social studies teacher at HTCS, to address the group.

Mr. Maniotis responded, "Hello everyone. Again, just to reiterate what Trustee Frazier and Miss Yarber stated. Again, this is going to be the best year. We're looking to move forward. We're looking to make great gains at the elementary level as well and to better prepare them to make the transition to the Junior Academy.

- The Board of Trustees meeting calendar for 2012-2013 was presented and discussed.
Moved: that Board of Trustees meeting schedule for school year 2012-2013 be accepted
Made by: (voice inaudible)
Seconded by: Trustee McGee
Action: Motion carried unanimously
- A need for another transcriber was announced and a description of the position. Recommendations for the position will be accepted.

Treasurer's Report – Trustee Bolling

The report is not available due to an incident at the school which affected access to the data. Information and confidentiality were affected. Information is out sourced on an EdisonLearning share drive.

Finance Committee Report – Tom Torre

Tom Torre will retrieve financial information from his computer.

Education Committee Report – Trustee Gailliard-Nowell

- The Education Committee did not meet formally in July and August.
- We have new members on the Education Committee, namely, Trustees Allen and Hunter. Our members have diverse curriculum expertise and experience: Trustee McGee: English Language Arts and Social Studies; Trustee Rey Allen: the Arts and Social Studies; Trustee Geraldine Hunter: English Language Arts and Special Education; and Trustee Nowell: mathematics. We are also welcome the two new Academy Directors to our Education Committee. The Principal, Mr. Person, is also a member of the Education Committee. The Committee meets monthly, usually a week before the Board meeting.
- I would like to call a brief Education Committee after this meeting.

Site Committee Report – Trustee Nisbett

We have made some strides.

- All of our violations have been taken care of.
- The diocese wanted space for their personnel to meet and to park at the Franklin Avenue Campus. Working with our attorney at Edison, 2 spaces will be allotted them provided that names, license plates and evidence of insurance are provided. They will get the lots closest to the gates and we get locks.

- We are reaching out to the Commissioner of Buildings regarding the language on our Certificate of Occupancy. Designation as U4 or U3 is in question. When this is finalized, the information will be sent to Cliff Huang.
- The place of assembly application was done.
- All exit signs and means of egress are now unobstructed.
- ADA compliance. We are accepting quotes for an elevator or ramp and are looking at options.

Principal's Report – Cleveland Person

Today is once again September 11th and it's a Tuesday, which is the day of infamy in New York City and the history of the United States. We had a moment of silence twice in both buildings to recognize and remember that heartfelt day. And for those of us who had loved ones who perished in that awful day, today is a day to remember them.

- **Enrollment** - We're expected to enroll 675 students. We have 658, which is a far numeral from what I had discussed with Chairman last night. We're approximately 15 students away from our target. Ms. Marrero is working diligently to enroll students. We're actually getting 7th and 8th grade students. I think we're about maybe 5 or 6 students away from being full in grades 7 and 8 so it's the lower grades. The numbers are lower because of *no shows*.

Attendance – The average so far is 90%.

Suspensions - none

Student Achievement – The New York City Progress Report has not been received. From our calculations we have outdone the district, but we really would like to see a different letter grade. But it's not in our hands. We had 12% increase in ELA and in math, so we eagerly await to see where we posted regarding the letter grade.

Parents –

Parent Orientation – August 24th

Town Hall meeting scheduled for September 25 at 6:00 P.M.

Family Night – September 27 at 5:30 P.M.

We are looking to contract the services of Rock Academic Services to help with the parent component of HTCS.

Student Programs:

- The After School program will be administered by Ms. Yarber who assist with the staffing. The program will be coordinated with our day school t program. In addition to academics and our core subjects, tutoring and the arts will be offered. Representatives will come to our Family Night program to speak to parents and recruit students. We plan to begin November 1st.
- The Beacon Program and AIS will also continue
- Connecticut Ballet – tentative
- First Tee (golf) There has been a scheduling concern with this eight week program. Mr. Taylor will investigate the possibilities of continuing this desirable program for the students.

Staff Certification – 4 teachers uncertified

Professional Development –

- August 2012 – There was 2 weeks of professional development for the staff.
- Faculty Conference – attended by the Chair and Vice Chair who spoke to the staff and they were well-received.
- Bedford continues to provide professional development on team building and leadership training.
- Doug Speck from EdisonLearning was here today to support the teachers in the Elem. Academy with mathematics instruction. He will go to the Junior /academy tomorrow.
- Jackie Bell and Teresa Gerchman from EdisonLearning are also on board.

Mr. Person gave kudos to Mr. Taylor. Once again, we've opened the building in great condition. We were concerned about painting and making sure that all of the desks and chairs and books and everything were in the building. They are. We opened with a full complement of everything for all of our students. The buildings look great and we're ready for school, so I'm very happy about that. I want to say thank you to the Board for diligently interviewing and selecting candidates for the Academy Director's position. We're very pleased with the selection of Mr. Maniotis and Miss Yarber. There is a sense of new life in both buildings. There is also a different look from the time I was here. From the time I've been here, the Elementary Academy was always run by a female professional and this is the first time that we have a male and the JA had been run by a male and now we have a female. So there are changes and, you know, positive changes and we're moving in the right direction. Parents have said to me that they have noticed the differences and staff have spoken to me and said they have noticed the differences. So we start off the year running, which is really good. Mr. Maniotis being a member of the Harriet Tubman family understands the vision and the mission of the school, which is really good. So there's no real learning curve for him when it comes to making an adjustment to Harriet Tubman Charter School, just developing himself as a leader. Miss Yarber comes to us as a leader and just needs to understand, you know, the Harriet Tubman way. So I think that we're definitely on our way and thank you all so much for really diligently meeting, because you met quite a bit in a short period of time to make sure that we start the school with academy directors. So, thank you.

Director of Operations' Report – Michael Taylor

Personnel

We are 100% staffed - both teachers and ancillary staff. I think that we have a diverse and dynamic group of people that we brought in this year. I'm excited about it.

Facilities

Elementary Academy

- Major painting
- Entry system and buzzer replaced
- A kindergarten door to the parking lot was replaced

Junior Academy

- New bathroom constructed and one remodeled
- Two new offices constructed: guidance counselor, school psychologist
- Repair and replace refrigerator
- Water damage from the roof and a need for pointing was called to the attention

of the Archdiocese. They have a new project manager and she must get 4 bids to handle the work on the roof, etc.

- The Archdiocese must address the boiler issue.

Extensive discussion was held regarding the burglary at the Elementary Academy building on Tuesday, September 4th at 12:00 o'clock.

Laptops were stolen as well as items that DOO and the social worker has accumulated over the years. The loss is \$4,500 of which the maintenance company has to pay half. The police came twice that day. They came back again on Friday and they are to come on Thursday to pick up the recording of the break in. They would like the school and the Board's permission to do something that they call a media alert. Because the people that are on the camera are very visible and they would like to, and it's the kind of story that would play well in a newspaper or the news. That's why I said that I would need to get, you know, the Board's permission to go forward with that. So, in any case, the inspector, the detective is coming back on Thursday for it, because they need it for their investigation as well. The Executive Committee wants to meet with Mr. Person and the owner of the maintenance company to review what happened as best they know and to find out what is being done to prevent it from ever, ever happening again.

- Air conditioning

Extensive discussion was held regarding the urgent need for air conditioning in the JA building. The cost to go from oil to gas and then central air conditioning would be \$750, 000. However, to put air conditioners in classrooms would be about \$85, 000.

The Financial Committee will investigate further.

The Board would like EdisonLearning help by writing a grant for our need of cooling or get someone to adopt that part of the expense with the school.

Trustee Allen agreed to investigate the different forms of energy available to us and to see how the Borough President's office can support us in terms of green energy.

- BEDS Day- Oct. 2 - NYSED collects data on staff, their certification, etc.
- Oct.27 – Closing enrollment data to NYSED
- Due August 31 – The Consolidated application for Title I funds were submitted Title 1A, we use for our support staff, including CTT staff. A lot of our teaching assistants in the past have been paid through Title 1A. Title 1D is Safe Schools. Title 1D includes our FASST team: guidance counselor, social worker, and school psychologist. Title II is professional development. So we looked at technology and professional development in terms of AIMS web and Achieve 3000.

School Lunch

- HTCS has been accepted in the Community Eligibility Option (CEO) for nutrition program.

Reports

- Annual Report looks back on the school and what was accomplished; it is usually due on August 1; whereas, the Consolidated Report, usually due August 31, looks forward to what programs and staff the school will put in place and to be paid from Title I funds.

Crisis Plan

- We have a defibrillator in each building; one in EA has been replaced. A total of twelve teachers from both buildings attended an all-day training session on August 27th on life saving techniques and AED for adults and children.
- Trustee Nisbett had someone with expertise review our Crisis Plan. We were told that it was a good baseline document. According to our plan, a “Go Bag” should be in the Main office. However, it was recommended that a “Go Bag” be in each classroom.
- A special two-way radio needs to be available.
- Trustee Nisbett stated that HTCS needs to identify a “go to” person in case of emergency.
- It was recommended that HTCS not only do fire drills and alarm drills, but other types of emergency drills.

Media

- Discussion was held in regard to the police using the media to show our video of the burglary. The inclination of the Board was not to have our video of the burglary televised for it may harm the reputation of HTCS.

Edison Learning – Report – Teresa Gerchman

August Professional Development Planning for 2012-2013

- August 15: AIMS web - Ms. Gerchman worked with the AIMS web trainer and supervisors on this data collection system which provides student information on math, reading, language arts, as well as suspensions. This program analyzes the information from the fall, winter and spring tests so that we can identify students in need of academic support and it is aligned with our RTI program.
- Provided training on eEvaluate –benchmark data
- August 20th – CTT model – co-teaching
- August 21st - Doug Speck, math specialist: common core standards
- Jackie Bell – ELA specialist, provided training: “Focus on Literacy” which included the topics on the *workshop model* and creative writing. For creative writing, Ms. Bell did 1-1 teacher training.
- August 21st T. Gerchman did Student and Family Support Team Training. (FASST) We may keep this acronym.

New Business

- Mr. Person reported on the urgent need to get bus transportation for the students at the Franklin Avenue Campus. We need the Certificate of Occupancy. The NYS ED Dept. Office of Charter schools knows of our expansion. Mr. Taylor will email the telephone number of the Office of People Transportation to the Board so that we may contact that office regarding this matter. Our local politicians need to know of our plight. This is an urgent safety issue with our students
- If anyone wants to contact Trustee McGee, telephone, rather than email, is the better option.

- **Moved:** that the meeting be adjourned
- **Made by:** Trustee McGee
- **Seconded by:** Trustee Allen
- **Action:** Motion carried unanimously

The meeting was adjourned at 7:58 P.M.

Trustee Nowell met with the Education Committee for a few minutes to review the Education Committee calendar for 2012-2013.

DRAFT

**Harriet Tubman Charter School
Board of Trustees Meeting
Annual Business Meeting**

Date: November 13, 2012
Location: 3565 Third Avenue Bronx, NY 10456
Tel: 1-718-537-9912

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Tom Torre, CFO, Kiwi Partners, Dr. Elizabeth McGee, Kate Bryant

The meeting was opened by the Chair 6:19 P.M.

Consent Items

Moved: that the agenda be approved

Made by: Trustee DeWese-Bowens

Seconded by: Trustee Mitchell

Action: Motion carried unanimously

Moved: that the minutes be accepted with corrections

Made by: Trustee Nisbett

Seconded by: Trustee Bolling

Action: Motion carried unanimously

Governance Committee Report – Chairman Frazier

Moved: that Jerima DeWese-Bowens be appointed for an additional term as a Trustee of the Harriet Tubman Charter School.

Made by: Trustee Gailliard-Nowell

Seconded by: Trustee Nisbett

Action: Motion carried unanimously

Heidi Burkhart has indicated that she is no longer able to serve on the Board of Trustees of Harriet Tubman Charter School. I will send her a letter regarding this.

We will also interview persons recommended by Ms. Burkhart and Trustee Mitchell who to become Trustees.

Board Secretary: Trustee Hunter offers her apologies for not being here. She is in Albany on a job related conference and she'll be in Albany for a week.

Treasurer's Report – Trustee Bolling

The Treasurer distributed the report to all Board members and supervisors. A review of assets, liabilities, year to date revenue, budget expenses and budget variances were given.

Finance Committee Report – Tom Torre

Chairman Frazier: Winston Thompson, who was the Chair of the Finance Committee, has had difficulty coming to our meetings.

Hence, we've asked Marlon Dunbar, CPA, Board member, who is committed to the organization, to assume the role of Chair of the Finance Committee. He has been alert, active, and supportive and offers very, very critical analysis of what is being presented. His comments help to move us forward. We welcome Mr. Dunbar and thank you very much for joining us in this capacity.

Tom Torre: Distributed and presented the *Statement of Financial Position*.

We also discussed the *Profit and Loss Statements* noting the impact of decreased enrollment. Also, delays in parental approval for special education services have a financial impact explained Mr. Torre.

Mr. Taylor is still working on redeveloping and resubmitting our Title I budget to the State.

Education Committee Report – Trustee Gailliard-Nowell

Due to Hurricane sandy, our October meeting was cancelled.

The Education Committee met today. However, Ms. Gerchman and Mr. Person were absent as they were in California at the ELDA conference for Principals sponsored by EdisonLearning. The Edu. Committee discussed the following: the alignment of interim assessments with the Common Core Learning Standards, updated report cards in gr. K (others still needed in EA grades), the Extended Day Program in EA and JA, as well as suggestions for Town Hall meetings. We also made mention of the new monthly EdisonLearning report to the Board. A follow up will be a closer look at this report at an upcoming Education Committee meeting.

Trustee Bowens: Is there uniformity between EA and JA instructionally?

Mr. Maniotis says, yes. Both EA and JA will have 2 days each of ELA and math. Both will use Achieve 3000, Study Island and Test Ready booklets. However, the EA has to rotate laptops because of insufficient computers for Study Island. Test Ready booklets in use are aligned with Common Core. There is a homework component.

Site Committee Report – Trustee Nisbett

I am waiting for the Crisis Plan to be complete and forwarded to the Board for approval. It must include both buildings with information about first aid kits, Go-Bags, defibrillators and identified trained personnel. Also, we need information as to whether the DOE will pay for any of these items.

Principal's Report

Mr. Person was not in attendance as he was at the annual ELDA conference for Principals sponsored by EdisonLearning. The conference was held in California. In his absence, the Principal's Report was delivered by Jonathan Maniotis.

Student Enrollment- 648

Extensive discussion ensued about the low enrollment.

Student Attendance – The month of October is 93%.

Discussion was held about the questionable information on the HTCS Progress Report for 2011-2012. It indicated that the average attendance for that school year was 91.5%. Trustee Nowell is concerned because our attendance average was much higher as reported to the Board.

Also, the Board will look closer at the "C" rating on Learning Environment too.

Student Suspensions- 3 out-of-school in JA.

Discussion was held in reference to the suspensions.

Trustee Mitchell, Chair of the Grievance Committee is to be informed. Trustee Mitchell will review process with the new Academy Directors.

Charter Goals: HTCS satisfied the selected achievement charter goals indicated in the Principal's Report.

Students – JA Honor Roll assembly will be held on Nov. 20th at 9:15 A.M.

EA Extended Day Program (EA and JA), AIS, and Read Alliance begin today.

All Afterschool programs will begin on Nov.26.

Staff – Professional development was held by a number of different facilitators.

Trustee Nowell recommended that the objectives of the professional dev. sessions be given, not just who delivers them and a generic topic. The use of the word teacher "mentor" was questioned.

Recruitment – The Board discussed recruitment needs and recognizes a need for a greater recruitment effort. We were not aware of the declining enrollment.

Parental involvement here would be important.

Director of Operations' Report

In Mr. Taylor's absence, the report was delivered by Felicia Yarber.

The Director of Operations' Report was distributed to all Trustees.

Facilities – Heating, Ventilation, and Cooling (HVAC) vents- questions were raised by the Board which Mr. Taylor will address.

Electrical work was completed in regard to fulfilling architectural plans with the Department of Buildings to reflect the structural changes made in the building. Fire sprinkler work was done to reflect structural changes made in the building. Both of these were necessary in order to complete the mandatory FDNY pressure test of sprinklers.

We did not suffer any damages due to Hurricane Sandy.

The exhaust duct installed in Nurse's office to vent fresh air into the office.

Gates (EA) front and back gates need to be repaired with locks.

Report by EdisonLearning

The EdisonLearning team was not present because they were attending the annual EdisonLearning ELDA conference. However, the EdisonLearning Monthly Report was emailed previously to all Board members.

Information for October 2012 Covered Five Strands

Leadership

Assessment for Learning

Pedagogy and Curriculum

Student and Family Services

Learning Environment

It presents the focus features of each strand and provides a monthly review of each strand in terms of "Specific Progress," "Areas for Growth," and "Next Steps."

New Business

We do have a consultant from Touro College, Evelyn Rossi, who began working with our teachers on particular ESL methodology across the content areas in reading, writing, listening, and speaking.

Public Comment – [limited to 2 minutes each]

Ms. Bryant: She raised a question as to what type of response to Hurricane Sandy was implemented at HTCS. Have any teachers been affected?

HTCS will hold a fund raiser to support the victims of Hurricane Sandy in the beginning of December. Yes, some teacher's and/or their family members have been affected. It will be a Dress Down Day and donated money will be given to a charity.

The Board will support this initiative. Trustees are awaiting details.

Moved: that the meeting be adjourned

Made by: Trustee McGee

Seconded by: Trustee Bowens

Action: Motion carried unanimously

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

Harriet Tubman Charter School
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456

Board of Trustees Meeting
December 4, 2012

Meeting Location: 3565 Third Avenue Bronx, NY 10456
tel: 718.537.9912

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; EdisonLearning staff: Rosalind Brooks, Sr. VP Educational Services; Teresa Gerchman, VP Educational Services, Drew Laskowski, Controller; Tom Torre CFO, Kiwi Partners; Dr. Elizabeth McGee, Kate Bryant

The meeting was opened by the Chair at 6:47 P.M.

Consent Items

Moved: that the agenda be approved

Made by: Trustee McGee

Seconded by: Trustee DeWese-Bowens

Action: Motion carried unanimously

Moved: that the minutes be accepted with corrections

Made by: Trustee Nisbett

Seconded by: Trustee McGee

Action: Motion carried unanimously

Governance Report - Chairman Frazier

- Chairman Frazier reported on the fundraising workshop sponsored by the New York Charter School Association held on November 27, 2012. Attending the workshop facilitated by Ms. Zeldin and Ms. DeFoyd were Chairman Frazier and Trustee Nowell.

A follow up Board retreat on fundraising was proposed in which the same facilitators would present to the full Board. Costs of such would be investigated.

Treasurer's Report – Trustee Bolling

A copy of the Treasurer's Report was distributed to each trustee.

Trustee Bolling reported on current assets and liabilities, year-to-date budget and budget variance. Discussion ensued.

Finance Committee Report – Tom Torre, CFO

The Financial Report was distributed to each trustee, supervisor, and an administrator. Discussion followed each item below:

- HTCS has a large capital investment.
- Adapting the inclusion classroom model increased expenditures.
- We do not have full enrollment.
- Currently, we are under spending and if that trend continues, we may offset the reduced revenue. We will review this next month.
- The date of BEDS day to submit our enrollment numbers is significant as it could be a factor on our AYP results.

Moved: that the Board go into Executive Session- legal

Made by: Trustee Nowell

Seconded by: Trustee DeWese-Bowens

Action: Motion carried unanimously

The Board went into Executive Session at 7:15 P.M.

Moved: that no payroll checks will be distributed sooner than the date printed on the check.

Made by: Trustee Nowell

Seconded by: Trustee Bowens

Action: Motion carried unanimously

Moved: that the Board adjourn Executive Session

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Motion carried unanimously

Meeting was adjourned at 8:00 P.M.

Moved: that the Board resume public session

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Motion carried unanimously

Meeting was resumed at 8:01 P.M.

Education Committee Report – Trustee Gailliard-Nowell

- The New York Charter School Association is having a English Language Learner workshop for staff on Monday, December 10th, 2012, 1:30 p.m. to 3:30 p.m. Any staff member who wishes to attend has to email a response by December the 7th.
- The next Education Committee meeting has been rescheduled for December 18th, instead of December 11th, 2012.

Personnel Committee Report – Trustee DeWese-Bowens

There will be a joint Personnel Committee and Education Committee meeting held on Thursday, December 6, 2012 at 5:00 P.M. We will review site bonuses for staff and teachers.

Site Committee Report – Trustee Nisbett

- We are waiting for the letter of no objection.
- A gate and the roof on the elementary academy have been repaired.
- The roof of the Franklin Avenue, JA Campus, will be repaired when school is closed in December.

Principal's Report – Cleveland Person

The Principal's Report was distributed to all Trustees.

Enrollment- 651 students

Attendance- 93%

Achievement- Ms. Yarber discussed the Honor Roll assemble held at the JA. There were 3 levels of achievement and the leveled names follow the story of Harriet Tubman and use constellation names. Hence, the highest level is North Pole or Corvus, next is Ursa Major (Big Dipper), followed by Ursa Minor (Little Dipper).

Certificates for Perfect Attendance were also awarded to students. There was a large parent turnout. A few parents expressed an interest in the Parents' Association and we have their contact information.

From the parents' perspective, Trustee Bowens shared that students were excited, teachers were in involved and the room was filled with family and friends.

Extended Day Program – Elementary Academy - Mr. Maniotis spoke about the program.

Grades K-1: Reading Lines(?) program

Grades 2-4: Two days of reading/ELA instruction and two days of math instruction.

Snack time- 3:30-4:00 pm. Academic instruction from 4:00-5:00 pm.

Materials used are Achieve 3000 for ELA. Stars and Stamps resource books are used in Grade 2 because there are not enough computers.

Homework help will commence when the 21stCentury After School Program begins. (Monday).

21 St. Century After School Program (JA)

This program is being held at the JA building; previously it was held at Claremont Community Center.

This may be the last year of the grant. Mr. Person will articulate with Mr. Jones, Director of Claremont Community Center, regarding a continuation of this program and the grant.

LEAP (Learning Through Expanded Arts) – Participants are 2 classes in grade K and two classes on grade 2. The LEAP teaching artist comes to HTCS twice a week and integrates art, ELA and social studies instruction with special projects for the students. Once a month cooperating classroom teachers go for training. The program is free.

LEAP runs November 13-April with a showcase of student work at the end of the program.

Disney musical program for schools: HTCS wants to expose students to additional cultural arts. The teaching artists are the same people that work on *Newsies*, *Little Mermaid*, *Lion King*, any Disney Broadway show. Five schools in NYC are selected from hundreds. Right now, HTCS is one of the 12 finalists. This program introduces students to musical theater in grades 2-4. It can be expanded to the JA. Mr. Maniotis and the music teacher are spearheading this endeavor. If selected, the Disney program runs from January – May. Students put on a performance. Discussion was held as to the impact on the instructional program if HTCS would have both LEAP and Disney in grade 2-4. It was noted that p our parent survey revealed that parents wanted more enrichment. The first year is free.

Academic Intervention Services – We have an AIS person to help with enrichment during the school day in the JA. Ms. Yarber explained that support is focused on students who achieved level 1 or 2 on state assessments. In literacy, students use Achieve 3000 as well as work on grammar as well as skills in writing mechanics.

For math AIS, students use the Coach books and work on with topics within the regular math class period. Each grade level, 5-8, reads a different novel.

Community-based programs - Our students attend the Beacon program and activities at Claremont Community Center.

Certification – Staff with non-HQ status remains the same.

Professional Development – Mr. Bedford continues to work on team building and within the school. Teachers take initiative to examine various aspects of school, its structure and culture, determine if improvement is needed and develop a proposal to improve.

Professional development is also provided by the HTCS literacy coach, Ms. Halligan and the EdisonLearning curriculum specialists. Trustee Nowell requested that the Principals Report include the differing aims of the monthly professional development for teachers.

Parents Association – A follow up with the parents who expressed an interest at the honor roll assembly will be done.

Consultants – Follow up contact with Dr. Daryl Rock and Ms. Renee Watson will be done in reference to developing a functioning PA and implementing author studies in the JA.

Contracts – The Board of Trustees emphasized and reiterated that all persons who have been approved for employment must have a signed contract before their start date.

PIPs – All certification and performance PIPs will be reviewed upon return in January.

Community Relations, the Lottery, and Enrollment – In order to make HTCS more visible in the community and increase enrollment, Trustee Nisbett suggested someone attend the Planning Board meetings with HTCS flyers. They meet the first Thursday of every month at 9:00 am on Boston Road near Prospect Avenue. Other community organizations such as the Black United Leadership of the Bronx (1932 Washington Ave.), Bronx Shepard's and all local churches need to be informed about Harriet Tubman Charter School, its instructional program and vacancies. About 200 brochures and flyers should be distributed to each site.

- We will investigate the use of the Universal Charter School Application.
- It was recommended that HTCS creatively use advertisement space on the busses. The costs would be erased with increased enrollment. This must be done soon in order to be effective.
 - Open House for parents interested in sending their child to a charter school was also recommended as a method of community outreach.
 - The use of the media outlets such as BronxNet with a free community Calendar was suggested. Contact Channel 12 and Bronx News.
 - Family incentives: the like-minded scholars initiative, bulk mailing lists and census data can be used.
 - HTCS staff has already placed brochures or flyers in various locations around the Bronx, including libraries. Enrollment opportunities appear on our marquee and website.
 - Subcommittee: Trustee Allen will work on bulk mail and Trustee Nowell, along with others, will meet with community organizations regarding enrollment to HTCS.

Director of Operations' Report – Michael Taylor

Facilities – Third Avenue Campus: The air conditioning unit has been vandalized. We are investigating ideas for securing these units. Franklin Avenue Campus: We continue to explore ways to have air conditioning in this site.

Grants - I am working with Janet McCauley from EdisonLearning to gather information that can be used to secure a grant for facility development.

Other grants applied for: Garden grant, Yankee Foundation

Crisis Plan – The Board approved a Crisis Plan that will be implemented in January.

- We need to purchase 75 *Go Bags*. Articulation will be held with EdisonLearning procurement to try to get these bags for much less than \$75 each.
- Additional staff need to be trained on the AED (Defibrillator) and life saving.
- HTCS must purchase an additional AED machine for JA.

Operations Reports- due dates

Dec. 14th - Civil Rights data: racial and gender of total school population and that of all subgroups, including Spec Ed. data on Spec Ed students receiving special services Such a occupational therapy.

Dec. 17th – BEDS data, an expanded report

Community Option Eligibility Option (CEO)-NYS will fund almost 100% of meals.

Two companies have contacted HTCS and the Finance Committee is involved.

New York State Student Teacher Data Match- Now includes charter school teacher evaluations to be published in the spring.

Additional comments regarding access to our facility from neighboring building is a concern.

EdisonLearning Report – Rosalind Brooks

A copy of the EdisonLearning Progress summary was distributed to all trustees, supervisors and an administrator.

Dates in which the Edison support staff was in the building were included.

ELDA Conference held on Nov. 13, 14, 15, 2012 in California.

Mr. Person was in attendance. Keynote speaker addressed Common Core standards, writing, use of data, and leadership.

Besides the educational component of professional development, there was an awards banquet. Harriet Tubman did extremely well at the awards banquet. For the first time, they had a five strand award which is relatively new; we introduced it fully last year. The Five Strands are: Leadership, Assessment for Learning, Pedagogy and Curriculum, Student and Family Support and learning Environment.

Each region (East, West, Pacific) had 1 nominee. The committee received the names for the nominated schools and made their review.

HTCS received the Pedagogy and Curriculum Award.

It wasn't just the double digit gains, it was the double digit gains in a year when you added a second building, you added a hundred students, you know, it was just a lot of challenges. It was also that getting the A rating in that same year which had a big impact. So you did extremely well at the Awards and you were well represented.

The next award was the CEO Award (like a President's Award), which actually showed some

outstanding schools that really exemplified not only just the achievement but everything else.
Harriet Tubman was awarded a CEO Award.

Mr. Person was chosen to represent all of the principals at the conference. .

There was a section on Leadership and Cleveland was chosen to present how he has encouraged the staff to buy into the culture and how the culture here at Harriet Tubman has developed over the years. He presented that very well and all of the principals gave him high accolades for what he did.

EdisonLearning will continue to present a monthly report to the Board on the progress of HTCS using the Five Strands.

New Business

HTCS Internet Safety Policy

HTCS has an internet safety policy for its students and for its staff. It is a policy of Harriet Tubman Charter School to prevent users from accessing or transmitting inappropriate material over its network via the internet, electronic mail or other forms of direct electronic communications, prevent unauthorized access and other unlawful online activity, and prevent unauthorized online disclosure, and use or dissemination of personal identification information of minors and comply with the Children's Internet Protocol Act. There are many numbers on it. Everyone in the building, our staff as well as students, has to sign an agreement saying that they agree with that. It has to be on public record that they indeed do.

Website- Updated Board of Trustees contact information from the website will be added to the First class email for the staff.

Public Comment

As far as advertising for new students is concerned, be sure to state that what Harriet Tubman Charter School stands for, what they're looking for, and what is expected when a new student comes to the school.

Response: "Good point."

Moved: that the meeting be adjourned

Made by: Trustee McGee

Seconded by: Trustee Dunbar

Action: Motion carried unanimously

The meeting was adjourned at 9:15 P.M.

Harriet Tubman Charter School
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: January 8, 2013

MINUTES

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; Edison Learning staff: Todd McIntyre, Senior Vice President of Operations; Drew Laskowski, Controller; Tom Torre CFO, Kiwi Partners; Dr. Elizabeth McGee, Kate Bryant

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

Consent Items

Moved: that the agenda be approved

Made by: Trustee Nisbett

Seconded by: Trustee Allen

Action: Motion carried unanimously

Moved: that the minutes be accepted with corrections

Made by: Trustee McGee

Seconded by: Trustee Hunter

Action: Motion carried unanimously

Governance Report - Chairman Frazier

Chairman Frazier reported on his follow up re: fundraising workshop for board members possibly facilitated by Ms. Zeldin and Ms. DeFloyd.

Treasurer's Report – Trustee Bolling

A copy of the Treasurer's Report was distributed to each trustee.

Trustee Bolling reported on current assets and liabilities, year-to-date budget and budget variance. Discussion ensued.

Director of Operations' Report – Michael Taylor

- The standard cleaning of the facilities that is done over the winter break has been completed: floors, hallways, classroom floors, and deep cleaning. Off budget repairs involve the repair of bathroom stalls in the EA.
 - Given what happened in a Connecticut school during December, we installed new door locks. A discussion ensued regarding student safety with the type of new locks installed and its function during an emergency. An expert will check on this.
 - Regulations regarding the boiler will be reviewed by an expert.
- Additional facility concerns brought to the board's attention were: parking lot lighting, the parking lot EA gate; Franklin Avenue: sewage and the ovens
- The HTCS Crisis Plan- Mr. Taylor is waiting for a response from EdisonLearning regarding an update.
 - Franklin Avenue- roof and sprinkler need repairs
 - New hires have not yet been enrolled in TRS and this may cause an accelerated deduction in their pay.
 - Operations: We did get our final grant. Our title allotment for the year finalized. All title grants came in just under \$500,000 this year. That includes part of Title One, which is allowing us to buy iPads for 150 of our students this year and all the staff.
 - Funded programs paid by HTCS: Extended Day (reading and math instruction), READ (1st grade students).

Finance Committee Report – Tom Torre

The Statement of Financial Position for HTCS was distributed to all board members. Areas presented included cash and fixed assets and liabilities. We were reminded that this is the time of the year in when the net assets in our revenue cycle are near their low and they will continue to grow during the course of the year. Other areas presented were profit and loss, year-to-date budget and payments to Edison Learning. The primary decline from budget is in the special education area.

Education Committee Report – Trustee Barbara Gailliard-Nowell

- The Education Committee reported that members reviewed student achievement data from December. Additional attention will be given to our subgroups: special education and ELL to ensure that these students are making at least adequate progress. Participation rate on our interim assessments was below 95% because of a shortened month due to Hurricane Sandy.
- School will be in session 3 of the 5 days during the usual February break. Those are the only days to be make up at HTCS so far.
- Trustee Nowell noted an excused absence for Trustee Dunbar. The Board of Trustees will be in contact with him and offer our condolences.

Site Committee Report – Trustee Claudia Nisbett

Letter of No Objection -Trustee Nisbett will follow up with a phone call to ascertain its status.

EdisonLearning Report – Mr. Todd McIntyre

- The EdisonLearning Progress Report from EdisonLearning was distributed.

It covered activities for the month of December 2012 based on the Five Strands and what work was done in each of the five strands at HTCS. The report included site visits and support from EdisonLearning staff as well as the professional development provided. Dates of this support were also indicated.

Principal's Report – Cleveland Person

Two announcements:

- (1) Chairman Frazier- We have contacted Edison regarding fundraising initiative to help pay for the air conditioners.
- (2) Ms. Yarber: Ronnie Brewer, one of the N.Y. Knicks has adopted the Harriet Tubman Charter School. That means our school gets 20 tickets to every Knicks game. When we do attend, the students get backpacks loaded with items such as a t-shirt, a hat, a little miniature basketball, a couple of other things, as well as a food voucher. Thus, what we've done is to target particular groups to go to each game such as honor roll students so that they have motivation to want to go and they'll do well and they'll improve and be successful. We're working on another incentive program perhaps based on achieving 80% or higher in everything; you get a special trip or whatever. We are searching for other funding.
- (3) Ms. Yarber received a phone call about a high school that was closing and they invited us to pick up some of their inventory. This may be appropriate to do with other closing schools.

Enrollment - 650 students

Attendance for December – 91%

Suspensions – EA = 0; JA = 11

Elementary Academy: As reported by Mr. Maniotis. With the Extended day and AIS and Achieve 3000 in the 3rd and 4th grade, there has been a continued upswing in student achievement levels.

Teachers of special subjects have begun rehearsal for the Black History program to be held in the JA in late February

We were not accepted into the Disney theatre Company. However, they gave us suggestions for reapplying next year and that we will do.

Junior Academy – As reported by Ms. Yarber. The focus is on best practices in teaching and learning. We used *Gateway* from EdisonLearning to develop teacher competencies in the classroom. Differentiated PD is provided for teachers. Videotaping of best practices will be done at HTCS as well as sharing best practices through the internet.

Morning meetings are focused on the theme of courage.

Mr. Person - The Scholastic Book Fair was held and raised about \$500 for the victims of Hurricane sandy. The Board was supposed to match this amount.

The Extended Day, READ, and LEAP programs are up and running.

Dr. Rothstein, an educational author, is working in the JA through a grant. The students seem to enjoy her lessons.

Professional development from Jackie Bell, Paige Thompson, and Teresa Gerchman is continues. Drew Laskowski works with Tom Torre.

State visit – We are expecting Mr. Jamal Young from NYSED on January 16th.

New Business

- Enrollment - Chairman Frazier: – We need to develop a strategy to increase enrollment. We are an “A” school. We have special things that we offer and should showcase. Todd McIntyre said that EdisonLearning has an enrollment department. He recommended that the administration put forth a proposal to increase to the board. Mr Person will follow up with the Edison enrollment department.

Trustee Bowens recommended an Open House for student enrollment and another for personnel recruitment.

- Website - Trustee Nisbett: The website needs an overhaul.

- Assemblyman Eric Stevenson – as per trustee Nisbett: Assemblyman Stevenson will be inaugurated for his 2nd term on January 26. An invitation has been extended for students of HTCS’ music department to participate.

- Job and Career Fair: On January 21, Rev. Dr. MLK’s birthday is observed as a Day of Service. The NY Metropolitan Rev. Dr. MLK Center for Nonviolence, Morrisania Revitalization Corporation and the office of Assemblyman Stevenson will sponsor this Fair to be held at HTCS. This is one of the poorest areas in the city. Posters and flyers are available now for distribution to families and to the community

Moved: that the meeting be adjourned

Made by: Trustee Nisbett

Action: Motion carried unanimously

The meeting was adjourned at 7:58 P.M.

**Harriet Tubman Charter School
Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912**

**Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181**

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: February 5, 2013

MINUTES

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; EdisonLearning staff: Rosalind Brooks, Senior VP Educational Services, Vice President of Operations; Drew Laskowski, Controller; Tom Torre CFO, Kiwi Partners; Kate Bryant, Dr. Elizabeth McGee

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

Consent Items

Moved: that the agenda be approved

Made by: Trustee Nisbett

Seconded by: Trustee Mitchell

Action: Motion carried unanimously

Moved: that the minutes be accepted with corrections

Made by: Trustee Mitchell

Seconded by: Trustee Allen

Action: Motion carried unanimously

Treasurer's Report – Trustee Bolling

A copy of the Treasurer's Report was distributed to each trustee as of December 31, 2012. Trustee Bolling reported on current assets and liabilities, year-to-date budget and budget variance. Discussion ensued.

Finance Committee Report – Tom Torre

The Statement of Financial Position for HTCS was distributed to all board members.

A comparison of our financial position of December 31, 2011 with December 31, 2011 was presented.

A review of the assets, liabilities, and equity of HTCS was also presented. Overall, our balance sheet is steady.

Overall, the year to date deficit is 317,000 compared to the budgeting deficit of 511,000. We're 194,000 dollars ahead of the budget plan. In the full year's budget plan you see that budget plan includes a surplus of \$185,000. It is anticipated that we will be in a surplus situation this year. Factors include how the revenue trends and spending patterns continue. We might have significant surplus which will offset the losses from last year and definitely help fund the air conditioning project that is underway.

Note that, with the additional 75 students and additional personnel, the comparison of finances between 2011 and 2012 is somewhat skewed.

Education Committee Report – Trustee Barbara Gailliard-Nowell

- The Education Committee met on January 29th. It was a rather lengthy meeting because we did a midyear assessment of student achievement based on data from the mock assessments and eValuate. Examination was done of by grade and by subgroups. It was called to our attention that many of the newly admitted students in the Junior Academy are functioning a year or more below our students, especially in the 7th grade. Of concern is the achievement level of our current 5th grade students who were performing better last school year. Ms. Gerchman will work with the supervisors and teachers to develop an intervention planned using a new pacing chart to be used immediately. Our Spec Ed and ELL are performing better in ELA than in math. Spec. Ed students seem to be flat lining in math. Also, as far as testing is concerned, we must help build student stamina as the tests are much longer in duration. We are trying our best to prepare the students for the new content and format on the upcoming spring assessment based on the Common Core Learning Standards. We want all of our students to be successful and that no child is left behind.

- The Edu Committee Five Point learning Strand of the Edison Learning Model.

Leadership: HTCS has implemented an Executive Committee.

We reviewed the difference in the roles between the psychologist and the guidance counselor.

Assessment for Learning: reviewed data and introduced the acronym R-A-C-E- for problem solving . Jackie Bell is working with Ms. Halligan and teachers to support them, especially in JA. Test practice materials have been purchased. New materials aligned with the Common Core learning Standards will have to be purchased in the future.

- There is a vacancy in the 6th grade for a CTT teacher and for an AIS teacher in the 6th grade.

- The Education Committee reported that members reviewed student achievement data from December. Additional attention will be given to our subgroups: special education and ELL to ensure that these students are making at least adequate progress. Participation rate on our interim assessments was below 95% because of a shortened month due to Hurricane Sandy.

- School will be in session 3 of the 5 days during the usual February break.

Those are the only days to be made up at HTCS so far.

- Trustee Nowell noted an excused absence for Trustee Dunbar.

Personnel Committee Report – Trustee DeWese-Bowens

The Chair visited the JA yesterday regarding vacancies.

There is a candidate for the CTT position to be hired.

- A review of a full time AIS position will be held with consideration of the budgetary impact.
- We would like to have a recruitment fair for new staff and students.
- Next month, there will be a joint Education Committee and Personnel Committee meeting to review our needs for the coming school year.

20-MINUTE BREAK IN MEETING - REFRESHMENTS

Principal's Report – Cleveland Person

Copies of the Principal's Report were distributed.

Enrollment – 648 students

Attendance - for January = 93%.

It was noted that Infinite Campus and ATS must be aligned.

Suspensions for January: 15 in JA; 1 in EA. The majority of suspensions are in school suspensions.

Many of the newly admitted students to HTCS are having difficulty adjusting to the culture of this school and its expectations within the middle school environment. To assist students in taking ownership of their behavior, a behavior management plan has been instituted. It has a point system for infractions that are in the HTCS Code of Conduct.

Students-

- Special events include the 20/20 Club, the masquerade party and the spelling bee and a Winterfest.
- The extended day and after school programs are ongoing.
- We are moving forward with the academics; however, behavioral issues must be addressed.
- Interim assessments have been redesigned to follow more closely with the Common Core Learning Standards.
- EveryDay math program does not address the CCLS.
- February 12 is the date for the JA Honor Roll assembly.
- Rehearsals in EA have begun for the Black History Program on Feb. 28th.
- Fifteen students went to Albany with the physical education for Advocacy Day to speak about the benefits of a charter school education. They met with elected officials.
- Our students performed at the inauguration of Assemblyman Eric Stevenson and they did a good job. Their performance is on our website.

Professional Development of Staff –

- Mr. Bedford has been working with the teachers on grant writing for the months of December and January.
- The literacy coach's responsibilities have been redesigned.

- The EdisonLearning math, ELA, and Sped team have been working with teachers.
- Staff** - There is a 6th grade teacher vacancy. Trustee Bowens has been informed.

Director of Operations' Report – Michael Taylor

Facilities

- Mr. Taylor advised the Board that there may be future problems with the pipes in the JA building because the plumbing is old.

- Air conditioning wall units have been installed in classroom windows. Other areas for air conditioning include the cafeteria and the gymnasium. The bathrooms will not be. The cost is about \$91,000. In seeking a grant to support this project. Ms. McLoughlin from EdisonLearning is awaiting our response in terms of its benefits.

- The gates and exterior facilities around the EA building were impacted by the high winds. The landlord will be informed and as well as the owners of the construction site.

Crisis Plan – A consultant will spend 3 days at HTCS (Feb. 20-22). He's going to do a full assessment, training to the staff and then an update to the crisis plan. And this is all covered by EdisonLearning. So there's no extra cost to HTCS.

First Aid and AED Lifesaving Training – Mr. Taylor is in the process of scheduling the remaining half of the staff and not have a conflict with the testing schedule.

Purchase of Supplementary Instructional Materials –

- *Ready Workbooks* by Pearson – grades ? \$12,000.
- FAMAS (\$54,000) for software, library books and the bulk is for textbooks.
- iPads will arrive for students and staff of selected grades. It has software so that it can be used with the smartboards. All IPADS will be engraved with *Property of Tubman Charter School*.
- **Staff** – CTT vacancy

Capital expenses- Trustee Nisbett requested a synopsis of expenses that are to be reimbursed to HTCS. She also stated that an attorney needs to be called in to address this as we have been in the building for a year and a half. A demand letter should be sent.

EdisonLearning Report – Rosalind Brooks

The monthly report was distributed.

Highlights:

Leadership Strand -Teresa Gerchman has been doing joint walk-throughs with the Academy Directors looking at instruction and providing feedback are. That's going to help to inform ongoing professional development. She will continue to help teachers through their performance improvement plans, and working on their specific goals.

Assessment for Learning- Doug Speck helped teachers to construct constructed response questions aligned with the new assessment.

Jackie Bell has been working in the ELA content area and continues to work to increase the capacity of the literacy coach.

Pedagogy and Curriculum- Doug and Jackie have been working with staff and the literacy coach on the use of the pacing calendars which were developed for HTCS. There a need to address co-planning in the CTT classes.

Environment - Ms. Gerchman will continue to meet with Ms. Yarber and JA staff to address challenges.

Old Business

Website – Trustee Nowell said that the website must be continuously updated. Activities must be posted in advance for parents and the community. A check must be made for errors. Also, the Board of Trustees regular meeting calendar must be put back on..

Parents' Association – A meeting will be called to recruit PA board members.

Student Recruitment – A Student Recruitment Committee has been formed: Members are Principal, Director of Operations, Trustee Nowell, Trustee Allen, and Teresa Gerchman (EdisonLearning).

Moved: that the meeting be adjourned

Made by: Trustee Nisbett

Seconded by: Trustee Nowell

Action: Motion carried unanimously

The meeting was adjourned at 8:13 P.M.

Harriet Tubman Charter School
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: March 5, 2013

MINUTES

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; EdisonLearning staff: Rosalind Brooks, Senior VP Educational Services, Vice President of Operations; Drew Laskowski, Controller; Tom Torre CFO, Kiwi Partners; Dr. Elizabeth McGee, Kate Bryant; Mr. Blake, HTCS social studies teacher

The meeting was opened by the Chair

No MP3 player at the beginning of the meeting.

Treasurer's Report – Trustee Bolling

A copy of the Treasurer's Report was distributed to each trustee as of January 31, 2013. Trustee Bolling reported on current assets and liabilities, year-to-date budget and budget variance.

Finance Committee Report – Tom Torre

The Statement of Financial Position for HTCS was distributed to all board members. Our fixed assets and liabilities are comparable to last year. Our total equity or fund balance is also comparable to last year.

Profit Loss Budget and Actual Budget

Once again, we are very, very close to the year-to-date budget and higher than last year's. So we are doing well on the revenue side. If we are outperforming the budget that means that we're on our way to having a surplus-a year end surplus. An estimate is that by the end of April, we'll be in a surplus situation. By the end of the year, we should be ahead, providing all things remain constant. So that is where we are at the end of January.

Trustee Nisbett: For clarification, with more students this year, why didn't that reflect in the numbers? Response: Good question. Our total numbers are, you know, comparable to last year. If we look, our spending income is up and our per pupil seems to be down, but the thing to remember is that the revenue for last year is not adjusted here and there's a large write-off at the end of the year.

Joint Education and Personnel Committee Report-Trustees Nowell and Bowns

The joint committee meeting was held on February 26th.

Trustee Nowell: We reviewed all student data, including that of the subgroups. We also looked at the additional types of support provided such as revised pacing charts and revised assessments to identify grades in need of additional support.

Trustee Bowns:

- A review of certification and performance PIPs was held. About 90% of staff is on target for completion of their PIP.
- We discussed the organizational structure for next year. Two additional positions are under consideration.
- Lottery – Saturday, April 6
- Student Intent to Return forms to be distributed April 1 and due date is April 15
- Staff Intent to Return forms to be distributed May 1 and due date is May 15.
- Recruitment Open House at HTCS
 1. Staff- May 4th – 9 am to 2 pm
 2. Students – May 9 – 9am – 11 am
 3. We will investigate the cost of participating in a recruitment fair held by the NYC Charter School Center

Principal's Report – Cleveland Person

Enrollment for February – 648 students

Attendance for February - 95.7%

Suspensions for February – 24 JA and 5 in the EA

Brewer Foundation- Ronnie Brewer was traded by the Knicks. The Madison Square Garden Foundation decided to continue to carry Harriet Tubman Charter School. The students will finish out the year going to games. There are still Knicks games there. May I say that Ms. Yarber had indicated that she would entertain two board members attending each of those games. I ask that the members of the board who have been on the board the longest be given the first opportunity and two people will be going to the game coming up on Thursday, and two will be going out to the game coming up on Saturday. We'll find out when the April, when the April games are available and we will ask the rest of the board members who might want to attend those games to do so.

Claremont Community Center: Mr. Jones, Director of Claremont, has indicated that there is a possibility of obtaining a fitness program. He would like to partner with Harriet Tubman to get a grant approved.

Black History program- All EA students attended. Performers were 2-4 graders as well as some JA students. According to Trustee Allen, "The performance was second to none." All the teachers of special subjects had their students to participate. Four of the teachers themselves performed. Mr. Laguda will put it up on our website.

Professional Development – Paige Thompson, the EdisonLearning Director of Special Education, would like to film our 4th grade CTT class. She feels that the manner in which the teachers work together to meet individual student needs is exemplary. The film will be used for training around the country. Kudos to Ms. Green and Ms. Haft.

Parents – March 14 Town Hall meeting to initiate the Parents' Association.

Students- Mock test to be given next week.

A discussion ensued around student behavioral challenges in the JA. A suggestion was made to enlist the support of the Parents' Association.

Ms. Bryant commended Ms. Yarber for doing an "excellent job."

The guidance counselor, the psychologist, and the social worker are support staff with the students and their families.

Director of Operations Report – Michael Taylor

A new payroll system has been instituted. Mr. Taylor implemented professional development on its use in January to prepare the staff for this change.

Crisis Plan -Mr. Randy Braverman, a retired police officer from Chicago, is the safety consultant who will make necessary recommendations to our Crisis Plan.

Facilities - All air conditioners have been installed in the windows and tested by an electrician. The ones on the lower level are removable and will be put in place as the need arises. You can control each room temperature with a remote control device that will be collected. Teachers can turn the switch on or off.

- The diocese is at work on the roof and pointing of the building
- Plumbing – an issue in both buildings. Items are going into the commodes which should not. There will be a staff meeting to address this issue.
- **Violations** The diocese appeared for the fire violations at Franklin Avenue last week and they were cleared.
- **Electricity in the JA** – It has been checked by the company that installed the smartboards. The recommendation was to move the boxes to make them safer.
- **State Edu. Financial Audit- January 16** - We had a visit from State Edu regarding three things: record keeping, the way that we bill out to the State and the City per pupil and the way that we handle food service billings. We were able to go back to 2007-08. Trustee Bolling request a copy of this report.
- **Food service**- HTCS is part of the Community Eligibility Option (CEO) for the next three years, I believe. Hence, we don't actually do the record keeping for food billing for our food service. The tradeoff is we have to avail ourselves to these surveys to see if they want to go nationally with this program.

Applications for HTCS – One can apply using the universal application or our own application, but not electronically.

Twelve minute food break

EdisonLearning Report – Rosalind Brooks

The monthly Site Report was distributed.

Pedagogy and Assessment - Ms. Brooks stressed the importance of adhering to the pacing calendars in the classrooms and monitoring of their use by the supervisors.

Student and Family Services - Ensure that all the Special Ed students and ELL students have their accommodations and that they're being utilized as they prepare for the

assessment. Those assessments now won't be just like testing or assessing surface level knowledge. They're going to be asking students to go down deeper in their knowledge. **Leadership**- Teresa and ADs are supporting teachers to complete their PIPs. Examples of good instruction and classroom management in HTCS classrooms are being videotaped to help strengthen teachers here. These can be used for professional development and feedback.



Harriet Tubman Charter School

Elementary Academy
3565 Third Avenue
Bronx, NY 10456
718.537.9912

Junior Academy
1176 Franklin Avenue
Bronx, NY 10456
718.991.4181

Board of Trustees Meeting **April 9, 2013** **Minutes**

Location of meeting: 3565 Third Avenue Bronx, NY

Board Members in Attendance:

Cliff Frazier, Claudia Nisbett, David A. Bolling; Barbara Gailliard-Nowell, Mildred McGee; Geraldine Hunter; Rey Allen; Cleveland Person, Principal, and ex-officio member

Others in Attendance

HTCS staff: Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; Teresa Gerchman, Sr. VP Educational Services, EdisonLearning, Dr. Elizabeth McGee, Kate Bryant

The meeting was opened by the Chair at 6:24 P.M.

The February and March minutes to be accepted with corrections regarding the attendance of Trustee Mildred McGee and Dr. Elizabeth McGee.

Chairman Frazier: Due to the absence of our Chief Financial Officer, the financial reports for this month will be presented at next month's board meeting.

Education Committee Report – Trustee Gailliard-Nowell

- The Education Committee met on April 30th.
- Members reviewed the latest student achievement from the 2 interim assessments: the eValuate data and the mock assessments as reported by the Academy Directors and Ms. Gerchman. We reviewed the progress of the Spec. Edu. Students as well as that of the ELL students. We identified grades in need of support. The supervisors and EdisonLearning subject area specialist have been working with teachers and the literacy coach to help improve student achievement across the grades.
 - The Committee viewed a video tape of a Junior Academy science class taught by Ms. Morgan. The video tape illustrated the following: student collaboration, oral presentations by students in which they used subject area vocabulary, active listening and questioning by student peers, the teacher addressing higher-order thinking skills good teacher classroom management skills as well as an environment conducive to learning. Ms. Morgan was obviously passionate about her subject area and was in attendance at the meeting.
 - Some members of the Education Committee are also members of the Student Recruitment Committee which is an ad-hoc committee. We discussed the promotion and advertising materials for HTCS as well as the incentives: flyers, T-shirts for student ambassadors, pens, "rubber" bracelets, and Kindle Fires. Trustees Nowell and Allen will do community outreach for additional families to enroll in HTCS. We are awaiting

Finance Committee approval of the purchase of the items before the flyers would be distributed. These items should be under \$5000.

- Trustee Nowell observed instruction in the Junior Academy classrooms and met with the Principal and Junior Academy Director as a follow up to discuss observations.
- The cameras in our halls and stairwells were invaluable in viewing event an event in which students were injured.
- We would like to have an Open House for staff and prospective students.
- On the afternoon of April 12th, there will be a webinar sponsored by the NYC Charter School Center on testing accommodations for spec. edu. and ELL students. It will be determined which teachers will be able to attend.
- Trustee Hunter gave us an update on educational expectations from the SED in Albany. Students in special education are expected to take the same tests as as student who are in regular education classes.
- The next Education Committee meeting has been rescheduled to April 30 because of the NYS testing held at the school.

Trustee Nisbett suggested that teachers can view videos examples of excellent teaching and of poor teaching. This would be used for teacher professional development. Ms. Gerchman stated that there are video links in the Teaching Tool Kit. Mr. Person suggested that perhaps staff would volunteer for role play in a video tape of this sort.

Site Committee Report – Trustee Nisbett

We have not received the letter of *No Objection* as yet.

Principal's Report – Cleveland Person

Enrollment- 647

Attendance for March- 94.7%

Suspensions – In JA, 27 suspensions. In EA, 1 suspension

NYS testing- All materials have arrived and are secured. Academy Directors have been designated testing coordinators. Testing accommodations have been determined. All student supplies are available for the test. Additional professional development will be provided to the teachers on Friday. HTCS teachers are not allowed to mark our own tests. We send teachers to grade charter school tests. Note: HTCS has to pay \$10.82 for each test to be marked. We have 475 students to test (\$5,139.50)!

Students A Night at the Museum – a behavior management celebration

Extended-day program ends on April 25th.

Parents – A Town Hall meeting was held on March 14th. All supervisors as well as Mr. Taylor were present. Ten parents attended. Nominations for officers were received. A letter for additional nominations was sent. An additional Town hall meeting will be held on May 4th.

Facilities - Mr. Person thanked the Board for moving forward with the installation of air conditioners for the JA building.

Trustee Nisbett inquired regarding the Archdiocese reimbursement and a demand letter. Mr. Taylor said that there has not been any roof, boiler, or exterior work for which HTCS had to pay. However, there was one exception re: a roof, a year ago, and it was taken off of the rent.

Trustee Bolling asked about the Extended Day program. Mr. Person explained that it was it is an after school program in reading and math for students who were proficient or near proficiency to help them maintain a level of proficiency. We use our own staff in this program.

Director of Operations' Report – Michael Taylor

Facilities – The roof work and tuck pointing continues in the JA.

- The nurse's office was relocated as per the Health Department recommendations.
- ? was power washed, filters changed and repairs done over the kindergarten room.

• The drop ceilings in the JA have been a problem because debris, including Cement, from the old ceiling comes through. This happened near Mr. Taylor's and Ms. Yarber's office.

This safety issue must be addressed with the Archdiocese. Work can be done over the summer.

- The HTCS permanent school sign will be put up after the roof work and pointing is finished. It will not say JA, just Harriet Tubman Charter School and will cost \$4600. Board members would like the sign to include "Middle School" and to consider cost.

- School gates- In the EA, replacements are needed as people pry them up from the bottom when the gate is locked to get in the yard. The gates are rusting. Mr. Taylor recommends getting steel gates, rather than link ones.

Food Program – The State Child Nutrition program (CEO) visited HTCS and found that everything was in order. This is called the six cent review. So we are being reimbursed an additional six cents per meal served, because we are meeting the new nutrition standards set forth by the federal government.

Testing Supplies- all orders have been placed, arrived and are accounted for.

Recruitment – new HTCS brochures were distributed.

Lottery- Held on Saturday, April 6, 2013. About fifty families came. We accepted 69 kindergarten students. We accepted 4 seventh graders-the grade is now full. Fifth grade is full. There are about 5 vacancies in grade six and four vacancies for grade 8.

Students- About 50% of our student body consists of students whose family come from Africa. Our Hispanic population is increasing also. We have 2 ELL teachers now. African families came to our Town hall meeting.

Intent – to- Return letters for students were distributed.

Open House- For students: May 4; for staff: May 11-9 am -2 pm. Pen House on the 9th is during registration and students will get tours.

Report by Edison Learning – Teresa Gerchman

Learning Environment-The focus of support for teachers by Edison Learning specialists was in the area of test prep these past few weeks. Moving forward to the fourth quarter, the focus will now be on the learning environment. This will be an intensive support addressing student behavior. EA staff will also receive support in this area, but the need isn't as great.

Curriculum and Pedagogy – We must continue to teach skills because there are additional topics to be taught after the test until the end of June. These will be tested next year.

Paige Thompson did come and film the 4th grade co-teaching team as an exemplar. She's not only going to use that with her other teachers here, but she is also going to use this east of the Mississippi in all of Edison schools there. This video will be used as an example of co-teaching. So that's something to show that HTCS is doing extremely well.

- Chairman Frazier request a copy of this video for the Board from Mr. Laguda.

Professional Development - There is a request that Mr. Person, Ms. Yarber and Mr. Maniotis attend the annual conference held by the ASCD along with the EdisonLearning specialists: Teresa Gerchman, Jackie Bell, Doug Speck, and Paige Thompson. The theme is *Teaching Excellence*. ASCD does a lot of work around Common Core Learning standards. The conference dates are June 28-30th, 2013 and will be held in Maryland, near Wash.D.C.

Note: This trip was discussed at the Education Committee meeting and members felt that training and information received from this conference would be valuable in terms of strategic planning for the upcoming school year/years at HTCS.

New Business

Graduation dates: Kindergarten,- Monday, June 24th

Elementary Academy – Grade 4 - Moving Up ceremony – Tuesday, June 25th

Junior Academy Graduation – Grade 8 – Wednesday – June 26th

Locations of ceremonies to be determined.

Last day of school is Thursday, June 27th

MRCMLK – Trustee Nisbett thanked HTCS for hosting their job fair. They were excellent hosts and some folks already got jobs.

The meeting was adjourned at 7:30 P.M.

Harriet Tubman Charter School
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

Minutes of Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456
Date: May 7, 2013

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; Tom Torre, Kiwi Partners, CFO; Edison Learning staff: Rosalind Brooks, Senior VP of Education Services; Drew Laskowsky, Controller; Public: Dr. Elizabeth McGee

The Chair opened the meeting at 6:20 P.M.

Consent Items

Moved that: the minutes be accepted with corrections be accepted

Motion by:

Seconded by: Trustee

Action: Motion unanimously accepted

Governance Committee Report – Chairman Frazier

Paul O' Neill is sponsoring a training session on governance. The session will be held at P.S. 142 located at 100 Attorney Street, NYC. The date is May 21st and the session runs from 5:30-7:00 P.M. Light refreshments will be served. We are familiar with Mr. O'Neill. This session may provide some additional insights for us. Chairman Frazier will follow up with the registration and is seeking 2-3 trustees to attend.

Treasurer's Report –Trustee David Bolling

Trustee Bolling distributed the "Treasurer's Report." He stated our assets, liabilities as well as our year-to-date revenue and expenses. I was noted that our expenses exceeded our income. Regarding budget, our year-to-date revenue is negative.

Finance Committee Report – Tom Torre

The Finance Committee Report is contained in the same document to which Trustee Bolling referred. Comparisons were made between March 31, 2013 and March 31, 2012. Cash is

comparable, but accounts receivable are a bit lower. Our fixed assets continue to grow. Our net assets are higher this year. Examining the balance sheet, there is not considerable change.

However, we are heavily invested in fixed assets and this does not help to improve our asset and liability ratio. The ratio should be a minimum of 1.0. Ours is .67. This is not a strong ratio to present to the marketplace. Reviewing our Profit and Loss for the year and our Annual Budget, it is noted that in terms of what we earned, there is a shortfall. The shortfall is because we did not have as many special education students as we anticipated. We have a potential shortfall for the year of \$6,000. If we hold the line on expenses, we may be able to break even.

The budget process will be presented next month to the meeting.

Principal's Report – Cleveland Person

Enrollment – 645 students

Attendance – 95.4%

Suspensions: EA-3: JA-12. Suspensions in JA decreased by about 50%.

Core Value of the month is *Compassion*.

Students – The testing of students in grades 3-8 for ELA and math concluded in April. The participation rate and the administration of the tests were successful.

Behavior Management Plan celebration included more than half of the students, 263. Celebrated, also, was Math Madness. The Extended Day program ended on April 25th. Still in effect are the Beacon program, Claremont, and the Step activity.

Staff – No change in staff or in professional development

Parents – NYC Parent Survey concluded April 12.

The Lottery was held on Saturday, April 13. As per Mr. Taylor, we are admitting 75 kindergarten students and 13 middle school students. We will distribute our school bags to the eighth grade students who have not as yet received them.

Students - Mr. Maniotis added that the EA Spring Concert will be held on June 11th. On Monday, May 20th, an evening performance from 6:00 P.M. to 7:30 P.M. will include some of the highlights of performances this year.

Students and teachers are preparing for the NYS science assessment.

ELL students are preparing for the NYLAS.

Grade K and grade 4 will begin preparation for the "Moving Up" ceremonies.

Ms. Yarber had to leave early.

Mr. Person re: Graduation There is a projection of four eighth grade students who may not meet the criteria for graduation.

Comment [o1]:

Graduation dates are as follows: Grade K - Monday, June 24th; Tuesday, Grade 4 – Tuesday, June 25th; Grade 8 – Wednesday, June 26th. All begin at 9:00 A.M. Locations to be decided.

Director of Operations' Report – Michael Taylor

Facilities – Roof and tuck pointing continues at the JA building. We had to repair the floor and wall of the gymnasium. This will be charged back to the Diocese because was a direct response to the roof and side of the building. Plumbing and sewage issues continue in both buildings. In a meeting with the owner of the building north of us, we were informed that construction is complete. Trustee Nisbett and I developed a punch list of things that needed to be done at HTCS JA arising from the work from the other construction.

Garden – The Student Government Association is working on a plan with Mr. Person, Ms. Yarber, and I to adopt a garden and grow flowers. We are unable to grow vegetables there.

JA Outdoor School Sign – Mr. Taylor asks the Board to consider using an electronic sign in lieu of a metal sign.

Operations – We are in the process of a visit from a representative of APEC III, which is a part of the child nutrition program. HTCS is part of the Community Eligibility Option (CEO). A survey will be taken to determine if we are delivering, to the community, what we promised in terms of free and reduced breakfast and lunch.

Intent-to-Return forms – These forms are due from students and staff.

Open House – An Open house for staff and prospective 8th grade students will be held on May 16 in the JA building. Students and their families can tour the building from 11:00 a.m. to 2:00 p.m. The staff open house is scheduled from 3:00 - 7:00 p.m. **HTCS CARES** – Teachers and Operations assembled a team for AIDS Walk new York. So far we've raised \$951.00. (*applause*). We have registered for the Susan G. Komen Race for the Cure and for Out of the Dark Suicide Prevention March held at Van Cortlandt Park in the Bronx. Both of these events are held in the fall. If we get 25 or more people, we get a banner and a place to meet.

End of the Year Celebration on May 31st– Invitations are being distributed to all. The affair will be held at Beckwith Pointe. Please complete your response card and leave it with me or with the security guard.

Staff – Trustee Nisbett inquired into the status of staff on PIP's. One person had a one year plan and that has been completed. Conversations have been held with staff regarding monitoring the status of their teaching license.

EdisonLearning Report – Rosalind Brooks

Professional Development – Ms. Gerchman was here on a very limited basis and without other EdisonLearning staff because New York State testing was being implemented in the building.

Assessment for Learning – Discussions were held around test preparation. This test may be used for baseline data.

eValuate – Currently the tests are not aligned with Common Core leaning Standards, especially in math. EdisonLearning is working on this issue. Edison would like HTCS to participate in a pilot of their assessment next year.

Pedagogy and Curriculum – Teresa is supporting the staff in looking for curriculum for next year. So far, Springboard and Envision for math will be used. These are new programs for us. Next steps, include how important it is for teaching the full year’s curriculum as we move through the next few months.

Learning Environment – While students may get antsy this time of year, teachers must have lessons and be prepared to teach. Mr. Person: One of the ways that we are ensuring this is that we are finishing up lesson observations this month. Grade level skills are for the entire school year.

Ms. Brooks encouraged HTCS to use the new Core Learning Skills as an aid to help the learning environment in the JA. Discussions regarding this additional program will continue. She also recommended that we speak with Jamie Jackson about how the Common Learning Skills are used in her school.

Student and Family Services – Additional support for Special Education services will be given and an expansion of CTT classes. Page Thompson will be here for their additional support.

Old Business

A discussion was held regarding the ordering of Everyday math materials which were purchased based on the understanding that these books would be aligned with the CCLS as labeled. However, they were not aligned and these costly materials were not used. Further questions and possible legal follow up will be done.

Motion: that the HTCS Board go into Executive Session: contracts

Made by: Trustee Nisbett

Seconded by: Trustee Mitchell

Action: Motion unanimously accepted

Motion: that the HTCS Board end Executive Session and resume public session

Made by: Trustee Nisbett

Action: Motion unanimously accepted

Motion: that the public session HTCS Board meeting be adjourned

Made by: Trustee Bolling

Action: Motion unanimously accepted

The meeting was adjourned.

Harriet Tubman Charter School
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456
Date: June 4, 2013

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Tom Torre, Kiwi Partners, CFO; EdisonLearning staff: Rosalind Brooks, Senior VP of Education Services; Public: Dr. Elizabeth McGee, Kate Bryant

The Chair opened the meeting at 6:20 P.M.

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee McGee

Seconded by: Trustee Hunter

Action: Motion accepted unanimously

Moved: that the minutes be accepted with the necessary corrections

Motion by: Trustee Hunter

Seconded by: Trustee McGee

Action: Motion accepted unanimously

Governance Report – Chairman Frazier

Trustees attended a governance session with Paul O' Neill, formerly of Edison. A report will be given at a later time.

Treasurer's Report –Trustee David Bolling

The Treasurer distributed the report and highlighted expenditures, current assets, and cash on hand. The information reflects our standing as of the end of April. The next segment of the meeting was turned over to Tom Torre, CFO.

Finance Committee Report – Tom Torre

The Finance Committee Report is contained in the same document to which Trustee Bolling referred. As per our statement of financial position, we are about the same. The amount we have in equity was given. We have a surplus from April when we compare expenditures to revenue.

Our financial ratio will increase when we stop buying and repairing property. Some repairs are deducted from the rent.

- We examined financials from July 2012- March 2013. We discussed the impact of new classes and the number of Special Education students enrolled on our finances.

- Mr. Person expressed a need for HTCS to hire a full time maintenance worker at the Franklin Avenue campus.

- Core Curriculum consumable materials have not been ordered.

- A discussion ensued regarding converting a room in the JA building.

The recommendation was to wait until the position has been filled and the 'Special' is identified.

- Painting of the school was discussed. It was decided that the buildings will not be painted every year, but rather every 3 years. The cost for a yearly painting would be divided by 3 and that new amount is to be included in the budget. This does not exclude emergencies.

- Mr. Torre submitted three preliminary budgets for 2013-2014 for the Board to consider. After much discussion, the Board chose the conservative budget based on anticipated student enrollment and no increase in budget relative to state education. This budget included 2% COLA and 4 new positions: a 7th grade CTT position, 2 school aides and a 12 month maintenance person at the EA. This person would be hired by HTCS and not an employee of Spotless.

- A final budget will be presented to the Board for approval at the July meeting.

Comment [o1]:

Education Committee Report – Trustee Nowell

The Education Committee met on May 21st.

Curriculum

- Continue with the focus on literacy and writing

- New math curriculum for next year which is aligned with the Common Core Standards:

EA - *Envision* and in JA - *SpringBoard*

Professional Development

- Discussed the schedule for professional days and AED/CRP training on the 2013-2014 HTCS Academic Calendar

- New consultants would be considered for next year.

Personnel Committee Report

The Personnel Committee met on May 23rd.

In Trustee Bowens' absence, the report was given by Trustee Nowell who attended the meeting.

- The Personnel Committee identified the number of staff who indicated on their *Intent to Return* forms that they were not returning and resulting vacancies.

- The committee discussed changes in personnel.

- Open House for families and prospective staff was held at the JA on May 16th.

- The Personnel Committee reviewed of the status of personnel on a Performance Improvement Plan (PIP).

Comment [o2]:

Principal's Report – Cleveland Person

The Principal's Report was distributed.

Enrollment – 642 students

Attendance – 96% for May

Suspensions: EA-9: JA-23. Many of the "suspensions" were interventions rather than real suspensions. Next month, we'll use the terms *in house or out of school*.

Ms. Yarber stated that we have a zero tolerance policy when it comes to violating school rules.

Students-

- Many special student activities were mentioned. Students went on a jazz standard trip-a jazz expose. Students participated in the AIDs Walk and a Career Day was held. An activity called the Penny War is planned and HTCS participated in Hoops for Heart and Jumps for Heart. HTCS was one of 8 schools to receive a \$1,000 award from Bob's Discount Furniture Store in Co-Op City. The award came through Reuben Diaz' office. They have a Community Outreach Department and make donations every month.

- The Extended Day programs are over.

Professional Development

- Some of the teachers of grades 1,2, and 3 went for professional development in advanced reading strategies.

- Ms. Yarber and JA teachers went to P.S. 103, Bronx, to view the implementation of the CTT model. This was at the invitation of Trustee Hunter as part of a discussion at the Education Committee. The CTT models seen at P.S. 103 were exemplary and our staff was impressed to see how well this model was implemented in an urban setting. Many thanks to Trustee Hunter.

Parents

- A Parents association meeting was held on May2. We have a slate of officers.

Director of Operations' Report

Mr. Maniotis delivered the report in the absence of Mr. Taylor.

Facilities

- There is a sewage problem in the EA and JA building.

New signs will be put up in front of the JA building to match that which is in the EA for uniformity and branding. An LED sign may also be used as well as some banners.

- The new construction north of the EA has been completed and the owner has repaired both the fence and the parking lot area that was damaged during the construction.

Personnel

- There is new NYS requirements for the certification of teachers and supervisors. Information has been forwarded to the staff.

- Open House was held in May and we had some good candidates.

EdisonLearning Report – Rosalind Brooks

Achievement

EdisonLearning curriculum specialists have been at HTCS during the month of May.

There has been a lot of discussion in reference to testing, curriculum, planning, teacher assignments and the bell schedule as well as the best way to use the 20 minutes morning segment.

Assessment for Learning – We discussed the use of the eValuate at HTCS. Discussion ensued about its alignment to the Common Core Standards. Mr. Person, Principal, spoke of his ongoing concern about the alignment of eValuate. It seems we are left with PARCC assessments. Ms. Brooks told of pilot testing program that may be available. Further discussion is planned.

Pedagogy and Curriculum –HTCS will use SpringBoard for JA math curriculum.

Learning Environment – Morning meetings- HTCS has decided not to use, at this time, the new EdisonLearning Core Learning Skills because of the new curriculum that is being introduced across the grades.

New Business

- Mr. Person thanked everyone for coming out to the HTCS celebration. Trustee, Denise Mitchell, was honored for her service to the Board.
- Ms. Yarber thanked Trustee Hunter and the principal of P.S. 103, Mr. Reyes, for welcoming HTCS staff to view teaching and learning at that school. Trustee Hunter said that the relationship between the schools would be maintained.

Motion: that the Board of Trustees go into Executive Session: contracts

Made by: Trustee Dunbar

Seconded by: Trustee Bolling

Action: Motion unanimously accepted

Motion: that the Board of Trustees resume Public Session

Made by: Trustee Nowell

Seconded by: Trustee Nisbett

Action: Motion unanimously accepted

Moved that: the meeting be adjourned

Action: Motion unanimously accepted

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

Harriet Tubman Charter School
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456
Date: July, 7, 2013

MINUTES

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Felicia Yarber, Junior Academy Director; Tom Torre, Kiwi Partners, CFO; EdisonLearning Staff: Rosalind Brooks, Senior VP of Education Services; Teresa Gerchman; Drew Laskowsky, Controller; Public: Dr. Elizabeth McGee

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

Moved: that the agenda be approved with corrections.

Made by: Trustee McGee

Seconded by: Trustee Dunbar

Action: Carried Unanimously

Moved: that the minutes be accepted with corrections

Made by: Trustee Mitchell

Seconded by: Trustee McGee

Action: Carried Unanimously

Moved: that the transcriber receive additional compensation for the extended work done this month

Made by: Trustee Nowell

Seconded by: Trustee Nowell

Action: Carried Unanimously

Governance Committee – Chairman Frazier

A draft of a calendar for the Board of Trustees scheduled dates for public meetings was presented for discussion.

Moved: that the Board of Trustees Calendar for School Year 2013-2014 be accepted

Made by: Trustee Nisbett
Seconded by: Trustee Mitchell
Action: Carried Unanimously

A draft HTCS School Academic Calendar for School Year 2013-2014 which had been previously discussed was presented for review.

Moved: that the HTCS Academic Calendar for School Year 2013-2014 be accepted with the necessary correction

Made by: Trustee Nowell
Seconded by: Trustee Nisbett
Action: Carried Unanimously

Personnel Committee Report

Comment [o1]:

The Personnel Committee report was given by trustee Nowell in Trustee Bowens' absence.

Trustee Bowens has signed all the contracts for employees.

Trustee Bowens identified and reviewed all the Professional Improvement Plans for adherence to expected performance.

Site Committee Report – Trustee Claudia Nisbett

Lengthy discussion was held regarding the HTC yard gates. The public is using our school yard as a passageway between Third Avenue and Washington Avenue. Trustee Nisbett stated that the open gates at Third Avenue and Washington Avenue are unacceptable. The gates are to be repaired, locked and require constant monitoring by the security staff. Individuals are allowed to come in if they are on school business. We must protect our children; this is a serious matter. It was suggested that the Board issue a directive to security and maintenance about keeping those gates locked down to the community persons who use our grounds as a passageway between Washington or Third Avenue. Mr. Person explained the changes which he implemented.

Advanced notification to parents about our policies regarding entering the school need to be given prior to school opening in the fall.

Mr. Taylor was asked to have locks put on the gates by the end of the day tomorrow. Cameras are on day and night.

Principal's Report – Mr. Cleveland Person

Mr. Person distributed a copy of the Principal's Report to all Trustees.

Highlights include:

Enrollment - 641 Students

Attendance – The month of June = 91%

The school year = 95% !

Suspensions – EA -3 suspensions and the JA- 15 suspensions. Some of students had to be suspended more than once and that is included in the above numbers.

Extended Day programs have ended.

The Afterschool program continues

Student Achievement

A chart was distributed to reflect the current data received from SED regarding students who met or did not meet promotional criteria. A presentation was made by Ms. Yarber and Mr. Person detailing the number of students who met or did not meet promotional criteria. The data was given concerning general edu, spec. edu, and ESL population for all tested grades. Plans will be made to reinforce AIS instruction as part of the Response to Intervention. Page Thompson will assist in reviewing AIS strategies. Using this preliminary data, our CTT model proved effective as more Spec. Ed students met the promotional criteria. We will examine the data to compare student growth between the new JA admissions with those students who were at this school previously.

Director of Operations' - Report – Michael Taylor

Mr. Taylor distributed his report to all Board members and supervisors.

Facilities

Signage – it was decided that we would install a sign on the building to match that of the EA to maintain uniformity and a brand. A small LED sign on the side may also be used, but it has nothing to do with the building sign.

Plumbing- Issues are continuous in both buildings. A company representative suggested the use of a grinder to catch the debris.

Roof- The Diocese is waiting for the tar to dry in order to complete the roof repair.

Compliance

- The annual maintenance inspection of the boiler is upcoming. The cost of any repairs will be paid by the Diocese.
- We had our third health inspection and have accrued a total of 7 points. Over 20 points require a revisit.
- Fire Department Inspection of the Third Avenue Campus: The sprinkler system worked on the Third Avenue, but not on the Washington Avenue side. The problem lies with the original constructor of the building.

End of School Year Activities

Classroom inventory of books is complete

Every Day math materials will be put on consignment as we are not able to get money for them.

The cost of Achieve 3000 and Study Island have increased by thousands of dollars for next year. It was noted that students use the program in day school, afterschool, and at home. Achieve 3000 has increased achievement in ELA for our general ed students and our ESL students.

Moved: that the HTCS purchase Achieve 3000 for school year 2013-2014 and that the purchase be made before July 15 in order to obtain the 3% discount

Made by: Trustee Nowell

Seconded by: Trustee McGee

Action: Carried Unanimously

It was decided to table the purchase of Study Island

Personnel

The DOO of listed the vacancies for the new school year which were discussed. The role of the literacy coach and that of student manager were discussed. A change in personnel needs for next year was proposed. The principal and the JA Director are requesting the following positions: 2 teaching assistants, 1 school aid, and 1 student manager.

Treasurer's Report – Trustee Bolling

A copy of the Treasurer's Report was distributed to each Trustee. Assets, liabilities, expenses, expense variance, and net assets were reviewed.

Finance Committee Report – Tom Torre

The Statement of Financial Position for HTCS was distributed to all board members. A lengthy discussion ensued. The lower student enrollment has impacted our budget. Numerous strategies that were previously presented and new methods to increase enrollment were forthcoming.

Moved: The budget that is presented here, with the modifications which is 7,000 position for a chief, 3,000, \$10,000 extra for a student manager. 20,000 for the additional aid; 8,000 for the floor downstairs and 20,000 for the marketing be approved

Made by: Trustee

Seconded by: Trustee Nowell

Action: Carried Unanimously

The Marketing/Fundraising Committee was established:

Trustee Dunbar, Chair

Trustee Nisbett

Jr. Academy Director, Ms Yarber

DOO, Michael Taylor

Trustee McGee

EdisonLearning VP Edu Services, Ms. Gerchman

EdisonLearning Report – Rosalind Brooks

- evaluate Interim Assessments - Since, this program is not as yet aligned to the Common Core Standards, HTCS will not have to pay the \$13, 000 for it this coming school year.
- A Pinkerton Grant is available for capital projects
- The education Committee has selected Springboard math for the JA.
- ELA program is to be decided.

New Business

Mr. Person, Mr. Maniotis, Ms. Yarber, and Ms. Gerchman attended the annual ASCD conference at the end of June. Ms. Yarber reported that a number of strategies for supervision, and enhanced teaching and learning were gleaned. Some of these will be

implemented at HTCS. It was a worthwhile conference.

Moved: that this meeting be adjourned

Made by: Trustee Nisbett

Seconded by: Trustee McGee

Action: Carried Unanimously

The meeting was adjourned at 8:58 P.M.



DRAFT

Harriet Tubman Charter School
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456
Date: July, 7, 2013

MINUTES

Board Members in Attendance:

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

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

Moved: that the agenda be approved with corrections.

Made by: Trustee McGee

Seconded by: Trustee Dunbar

Action: Carried Unanimously

Moved: that the minutes be accepted with corrections

Made by: Trustee Mitchell

Seconded by: Trustee McGee

Action: Carried Unanimously

Moved: that the transcriber receive additional compensation for the extended work done this month

Made by: Trustee Nowell

Seconded by: Trustee Nowell

Action: Carried Unanimously

Governance Committee – Chairman Frazier

A draft of a calendar for the Board of Trustees scheduled dates for public meetings was presented for discussion.

Moved: that the Board of Trustees Calendar for School Year 2013-2014 be accepted

Made by: Trustee Nisbett
Seconded by: Trustee Mitchell
Action: Carried Unanimously

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Moved: that the HTCS Academic Calendar for School Year 2013-2014 be accepted with the necessary correction

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Seconded by: Trustee Nisbett
Action: Carried Unanimously

Personnel Committee Report

Comment [01]:

The Personnel Committee report was given by trustee Nowell in Trustee Bowens' absence.

Trustee Bowens has signed all the contracts for employees.

Trustee Bowens identified and reviewed all the Professional Improvement Plans for adherence to expected performance.

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Moved: that the HTCS purchase Achieve 3000 for school year 2013-2014 and that the purchase be made before July 15 in order to obtain the 3% discount

Made by: Trustee Nowell

Seconded by: Trustee McGee

Action: Carried Unanimously

It was decided to table the purchase of Study Island

Personnel

The DOO of listed the vacancies for the new school year which were discussed. The role of the literacy coach and that of student manager were discussed. A change in personnel needs for next year was proposed. The principal and the JA Director are requesting the following positions: 2 teaching assistants, 1 school aid, and 1 student manager.

Treasurer's Report – Trustee Bolling

A copy of the Treasurer's Report was distributed to each Trustee. Assets, liabilities, expenses, expense variance, and net assets were reviewed.

Finance Committee Report – Tom Torre

The Statement of Financial Position for HTCS was distributed to all board members. A lengthy discussion ensued. The lower student enrollment has impacted our budget. Numerous strategies that were previously presented and new methods to increase enrollment were forthcoming.

Moved: The budget that is presented here, with the modifications which is 7,000 position for a chief, 3,000, \$10,000 extra for a student manager. 20,000 for the additional aid; 8,000 for the floor downstairs and 20,000 for the marketing be approved

Made by: Trustee

Seconded by: Trustee Nowell

Action: Carried Unanimously

The Marketing/Fundraising Committee was established:

Trustee Dunbar, Chair

Trustee Nisbett

Jr. Academy Director, Ms Yarber

DOO Michael Taylor

Trustee McGee

EdisonLearning VP Edu Services, Ms. Gerchman

EdisonLearning Report – Rosalind Brooks

- evaluate Interim Assessments - Since, this program is not as yet aligned to the Common Core Standards, HTCS will not have to pay the \$13, 000 for it this coming school year.
- A Pinkerton Grant is available for capital projects
- The education Committee has selected Springboard math for the JA.
- ELA program is to be decided.

New Business

Mr. Person, Mr. Maniotis, Ms. Yarber, and Ms. Gerchman attended the annual ASCD conference at the end of June. Ms. Yarber reported that a number of strategies for supervision, and enhanced teaching and learning were gleaned. Some of these will be

implemented at HTCS. It was a worthwhile conference.

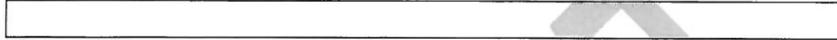
Moved: that this meeting be adjourned

Made by: Trustee Nisbett

Seconded by: Trustee McGee

Action: Carried Unanimously

The meeting was adjourned at 8:58 P.M.



DRAFT



HARRIET TUBMAN CHARTER SCHOOL

ELEMENTARY ACADEMY CAMPUS

3565 THIRD AVENUE
BRONX NY 10456
PH#(718)537-9912 Fx#(718)537-9858

JUNIOR ACADEMY CAMPUS

1176 FRANKLIN AVENUE
BRONX NY 10456
PH#(718)991-4181 Fx#(718)991-6713

WWW.HTCSBRONX.ORG



Cleveland Person, *Principal*

Cliff Frazier, *Chairman, Board of Trustees*

October 5, 2012

Dear <insert Family name>:

We are proud to report the Bronx's very own Harriet Tubman Charter School –recently received an “A” from the New York City Schools, placing us among the top 26 percentile of the area's 1,193 schools serving students in kindergarten through eighth grade.

Our “A” is based on student progress, performance, and student attendance, as well as feedback from students, teachers and parents like you. (Read more online at http://schools.nyc.gov/OA/SchoolReports/2011-12/Progress_Report_2012_EMS_X706.pdf. This is a testament to the hard work and dedication of our teachers and staff and terrific students and parents.

We'd like to invite you to consider our performance-based charter school for your child/children. **Harriet Tubman has a few spots opening up in grades**

_____. **If you are on our waiting list, or are interested in enrolling your child, give us a call at (718) 537-9912**

Come learn more about our how our extended family of students, teachers, parents, and community members promote the educational achievements of our children through a relentless focus on high academic standards for all.

Sincerely,

Principal Cleveland Person

<http://www.htcsbronx.org/>

ONE DAY AT A TIME
ONE JOY AT A TIME

Bronx Bus Route Advertising Options

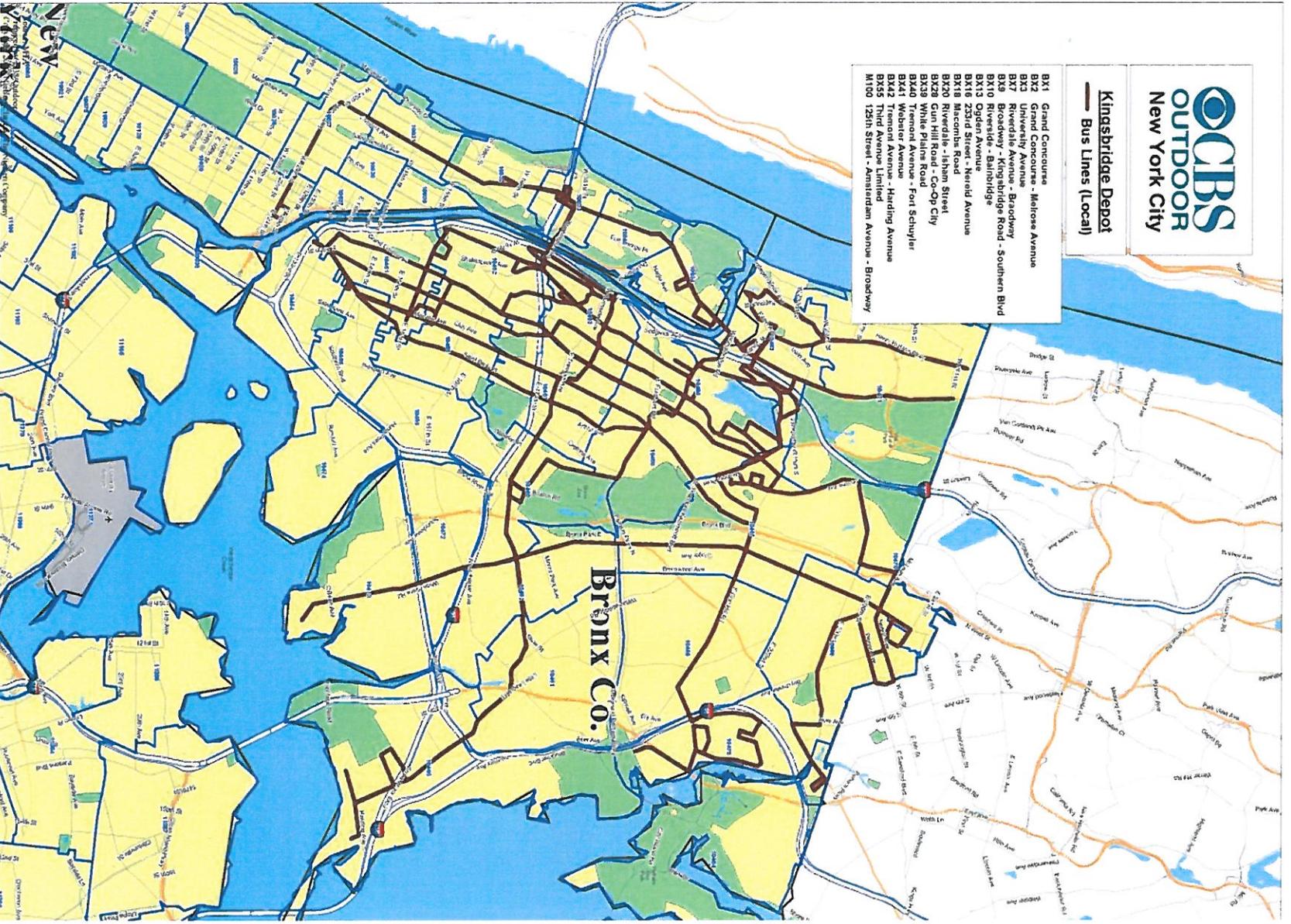
The Bronx is serviced by approximately 750 buses divided into three different depots. These depots are responsible for a specific area and its routes; depot maps are provided on pages 2-4. The actual buses scheduled for those routes varies on a daily basis, thus the need to advertise on set minimum number of buses to maximize impact. The fleet has 95% of its buses on routes each day. A normal work day is considered 18 hours.

We have pricing options based on choosing one depot or entire Bronx coverage. The Number of Units represents the minimum number of those ads we can purchase for that option. The pricing is based on a 4 week circulation for the ads. We can do an al a carte menu option with different combinations of ads and depots should we want to diversify.



Kingsbridge Depot
— Bus Lines (Local)

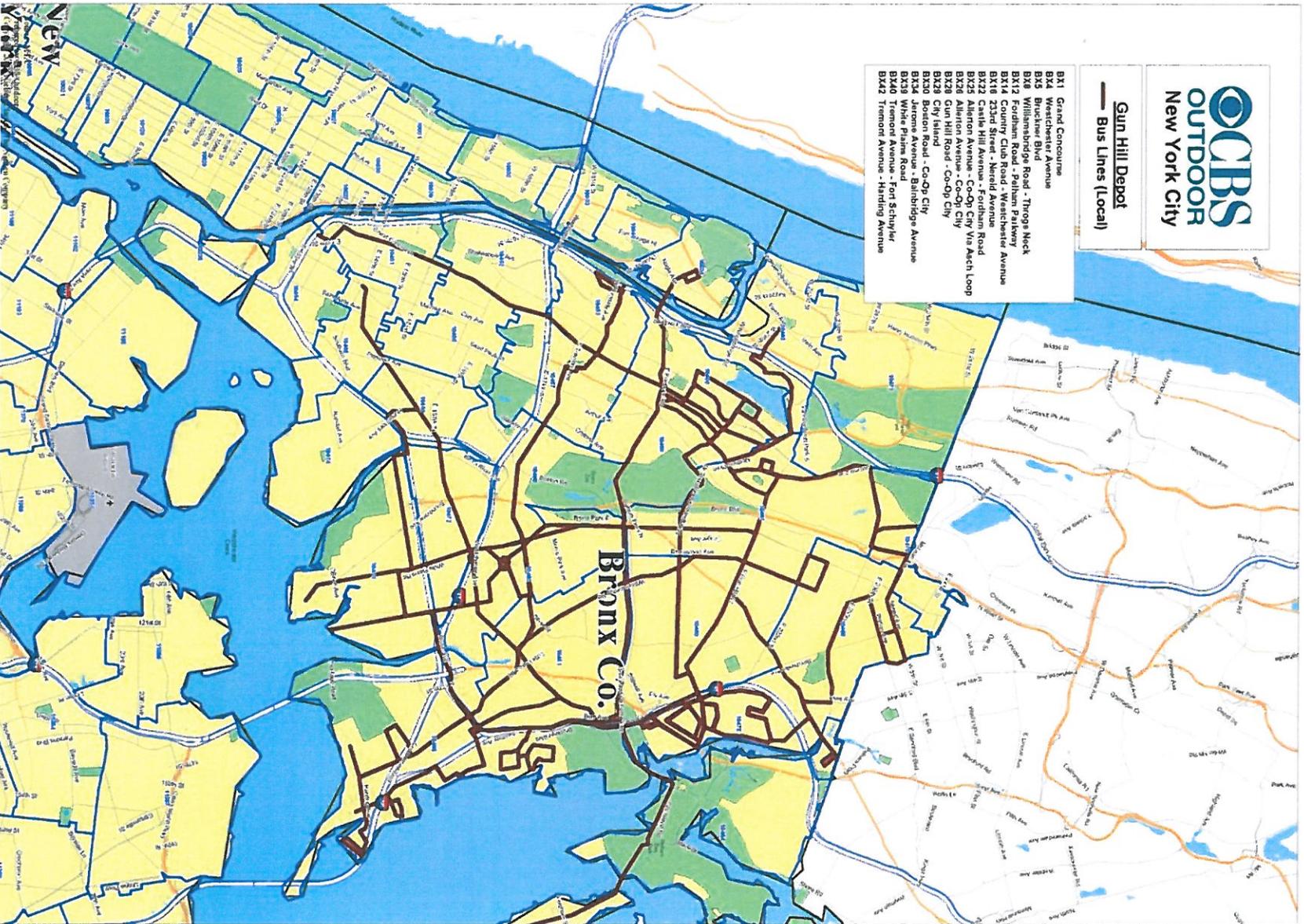
- BX1 Grand Concourse
- BX2 Grand Concourse - Malrose Avenue
- BX3 University Avenue
- BX7 Riverdale Avenue - Broadway
- BX9 Broadway - Kingsbridge Road - Southern Blvd
- BX10 Riverside - Bainbridge
- BX13 Ogden Avenue
- BX16 23rd Street - Neveld Avenue
- BX18 Macombs Road
- BX26 Riverdale - 181st Street
- BX28 Van Dyke Road - 109th St
- BX38 West 191st Road - Fort Schuyler
- BX40 Webster Avenue
- BX42 Tremont Avenue - Harding Avenue
- BX45 Third Avenue - Amsterdam Avenue - Broadway
- M100 125th Street - Amsterdam Avenue - Broadway





Gun Hill Depot
— Bus Lines (Local)

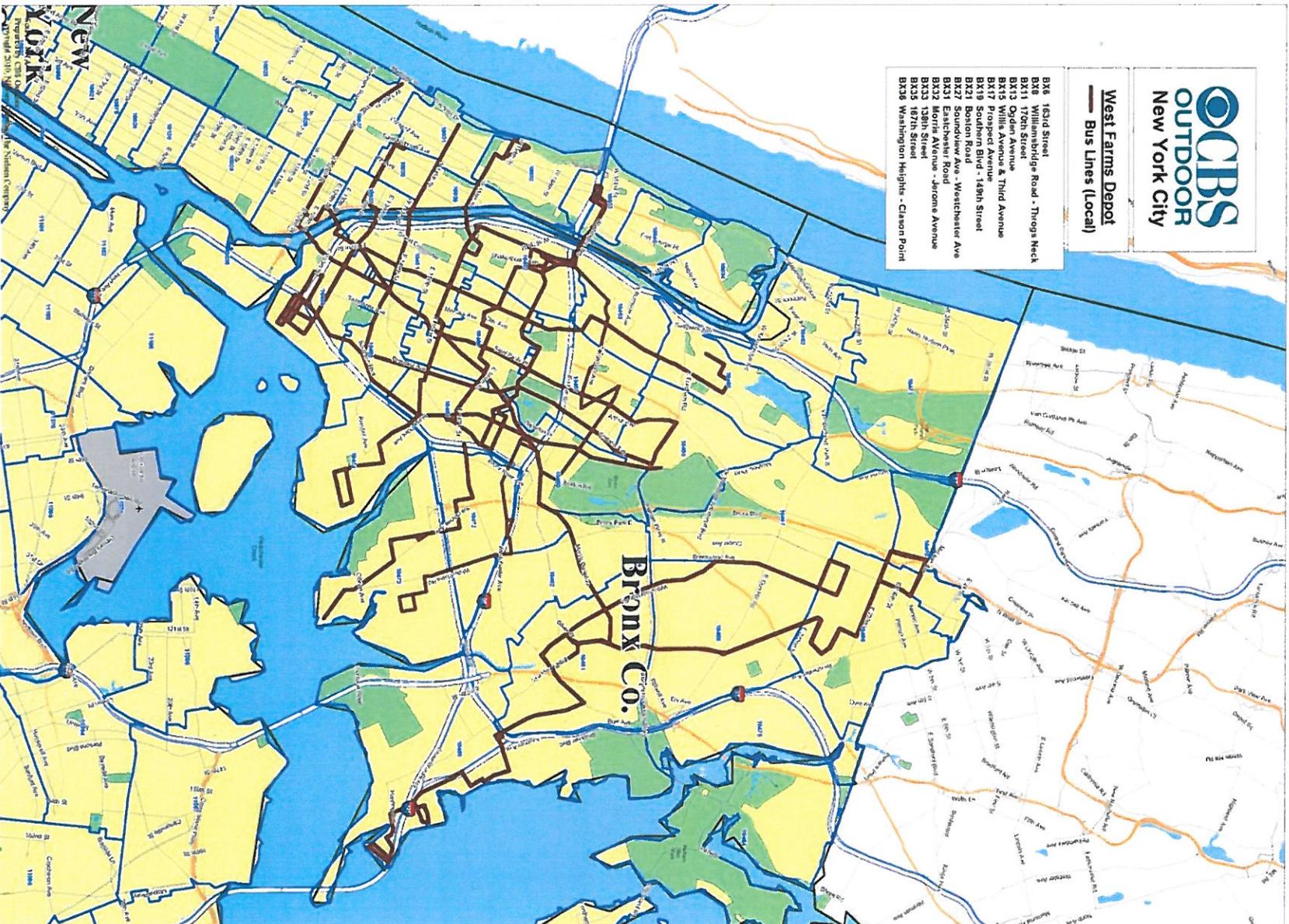
- BX1 Grand Concourse
- BX4 Westchester Avenue
- BX5 Bruckner Blvd
- BX8 Williamsbridge Road - Throgs Neck
- BX12 Fordham Road - Pelham Parkway
- BX14 Country Club Road - Westchester Avenue
- BX18 233rd Street - Mendham Avenue
- BX22 Castle Hill Avenue - Fordham Road
- BX24 Allerton Avenue - Co-Op City Via Aech Loop
- BX28 Co-Op City
- BX29 City Island
- BX30 Boston Road - Co-Op City
- BX34 Jerome Avenue - Barbridge Avenue
- BX35 White Plains Road - Fort Schuyler
- BX38 Tremont Avenue - Harding Avenue
- BX42 Tremont Avenue - Harding Avenue



OCBS
OUTDOOR
New York City

West Farms Depot
— Bus Lines (Local)

- BX6 163rd Street
- BX8 Williamsbridge Road - Throgs Neck
- BX11 170th Street
- BX13 Ogden Avenue
- BX15 Willis Avenue - Third Avenue
- BX17 Park Avenue
- BX19 Southern Blvd - 149th Street
- BX21 Boston Road
- BX27 Soundview Ave - Weatchester Ave
- BX31 Morris Avenue - Jerome Avenue
- BX33 138th Street
- BX35 187th Street
- BX38 Washington Heights - Cleason Point





Bus Card Option

Three examples above show actual adds as seen in real life. The fourth example shows a highlighted area for a clean view of the ad area. The ad measures 11” H x 46” W. This option allows you to reach and connect with an above ground captive audience. Because travel time can be lengthy, advertisers can “tell a story” and really get a message across.



Brand Bus Option

Three examples above show actual adds as seen in real life. The fourth example shows a high-lit area for a clean view of the ad area. This option in an opportunity to be the only advertiser on the inside of the bus. You would own all ads on 1 side, consisting of 7 car cards. The other side of the bus would be reserved for MTA/City messaging.



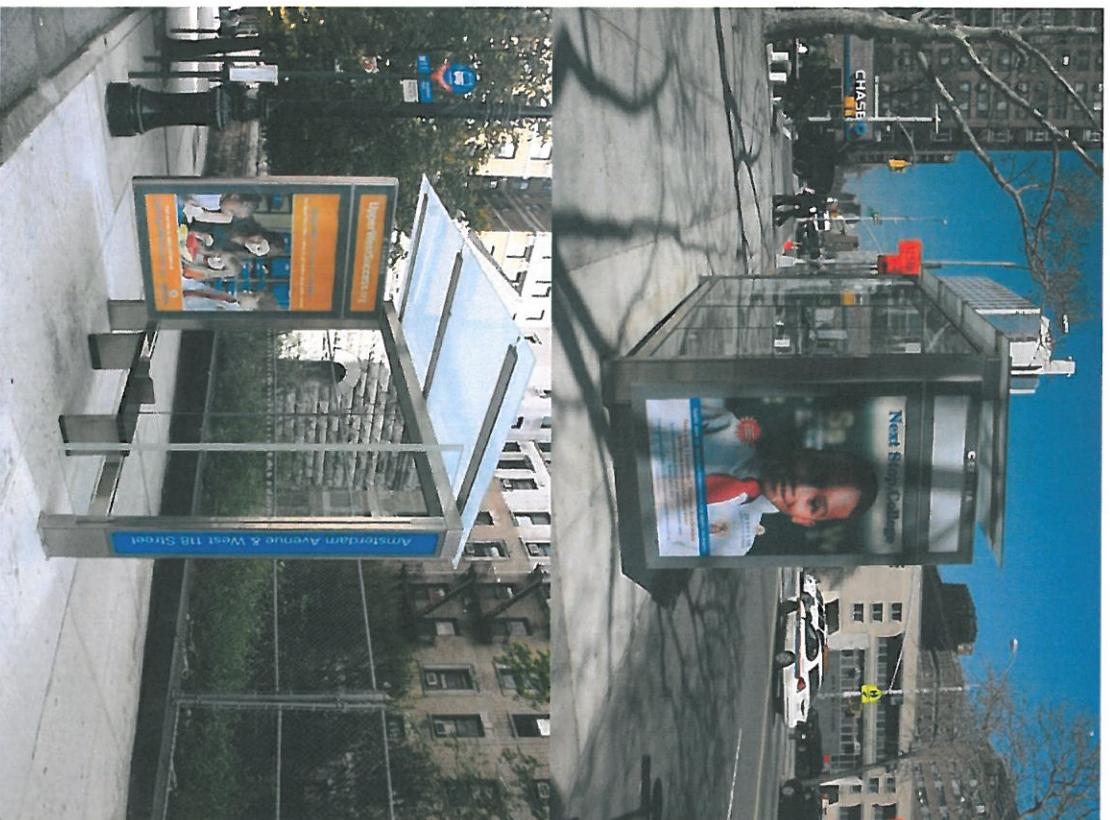
Taillight Bus Displays Option

The Taillight Bus option is placed between the taillights on the back of the bus. This particular ad measures 17 1/2” H x 50” W. This an effective and inexpensive way to penetrate targeted areas. Ideal for branding names and phone numbers. These target vehicular traffic first as well as pedestrians.

The King-Size Bus Poster option runs along one side of a bus and measures 30” H x 144” W. It is considered a moving billboard.

King-Size Bus Poster Option





Bus Shelter Options

This ad measures 10 1/4” W x 47 1/4” H. There are 10 shelters with a facing ad space available within the 5 mile radius around Harriet Tubman Charter School. This is a great way to target the specific areas around the school.

Bus Advertising Options

| Media | Area | Minimum # of Units | Circulation/ Impression* | 4 Week Rate |
|---|----------|--------------------|-----------------------------|-------------|
| NEW YORK CITY - BRONX - BUS INTERIORS | | | | |
| Bus Car Cards 11"H X 46"W | 1 Depot | 300 | 3,036,295 Circ. | \$3,000.00 |
| | 3 Depots | 600 | 6073000 Circ. | \$6,000.00 |
| Brand Buses | 1 Depot | 50 | 135,000,000 Circ. | \$5,000.00 |
| | 3 Depots | 150 | 405,000,000 | \$15,000.00 |
| NEW YORK CITY - BRONX - BUS EXTERIORS | | | | |
| King-Size Bus Posters 30"H X 144"W (SIDE) | 1 Depot | 20 | 2,660,000 Imp. | \$5,000.00 |
| | 3 Depots | 100 | 13,566,000 Imp. | \$25,000.00 |
| Tailight Bus Displays 17 1/2"H X 50"W (REAR) | 1 Depot | 50 | 5,820,000 Imp. | \$5,000.00 |
| | 3 Depots | 204 | 23,279,000 Imp. | \$17,340.00 |

*Circulation is the approximate number of people who ride a bus and will see this interior ad. Impression is the approximate number of people exposed to the ad. This includes bus riders, pedestrians, and people in other vehicles.

Bus Shelter Advertising Options

| Location | Facing | Panel# | Distance from School | D.E.C.* | Monthly Rate |
|---|--------|--------------|-------------------------|----------------|--------------------|
| FRANKLIN AV BETWEEN 168 ST & 169 ST | SW | 100333186/00 | 0.097 | 17,200 | \$1,412.00 |
| BOSTON RD BETWEEN E 166 ST & E 167 ST | S | 100333008/01 | 0.140 | 17,200 | \$1,412.00 |
| 3RD AV BETWEEN 170 ST & 169 ST | S | 100333055/00 | 0.242 | 17,200 | \$1,412.00 |
| BOSTON RD BETWEEN E 165 ST & E 164 ST | S | 100333336/00 | 0.301 | 17,200 | \$1,412.00 |
| PROSPECT AV BETWEEN HOMER ST & E 167 ST | N | 100333007/01 | 0.339 | 17,200 | \$1,412.00 |
| PROSPECT PARK BETWEEN 169 ST & 168 ST | S | 100330052/00 | 0.350 | 17,200 | \$1,412.00 |
| WEBSTER AV BETWEEN E 169 ST & E 170 ST | N | 100333151/00 | 0.392 | 17,200 | \$1,412.00 |
| 163 ST BETWEEN BOSTON RD & 163 ST | S | 100333345/01 | 0.399 | 17,200 | \$1,412.00 |
| 163 ST BETWEEN 3 RD AV & WASHINGTON | W | 100333395/00 | 0.433 | 17,200 | \$1,412.00 |
| 163 ST BETWEEN 3 RD ST & WASHINGTON | W | 100333169/01 | 0.436 | 17,200 | \$1,412.00 |
| TOTAL | | | | 172,000 | \$14,120.00 |

* D.E.C. is the Daily Effective Circulation. It is the average number of viewers to a specific sign each day.

NOTES: Production will be \$489.93 total for 10 shelters and will vary based on number of shelters. If you book 5 shelters the unit price is \$1471, production \$245 (\$7598 Total). If you book less than 5 shelter the unit price is \$1765, \$164 each for production. Lower rates will apply if we book more than 5.

From: "Gerchman, Teresa" <Teresa.Gerchman@edisonlearning.com>



Monday, February 11, 2013 6:59:47 PM

Subject: FW: Promotional Items - Call Follow up

To: Cleveland Person  Michael Taylor  "Edu4HTCS@aol.com" <Edu4HTCS@aol.com>

Attachments:  7155232.jpg / Uploaded File (6K)  6643812.jpg / Uploaded File (6K)  5616384.jpg / Uploaded File (9K)

Hi Team,

Here are the price quotes for the other items we mentioned giving out.

The Polo shirts would be for the student ambassadors who Cleveland will hand pick to go out to events/community organizations to share their Harriet Tubman experiences

Let Terri know what we want to order and how many, she will need the graphic of the logo.

Teresa

From: Stucky, Terri
Sent: Monday, February 11, 2013 4:20 PM
To: Gerchman, Teresa
Subject: Promotional Items - Call Follow up

Teresa,

Following up on the call with Tubman last week, I committed to pricing some of the items we spoke about.

See attached images for examples of the item and below for pricing:

- **Youth Polo Shirts** with embroidered Logo – for a qty of \$25 these will run about \$15 – 18 per shirt
- **Click Pen**, branded with 2 color logo – for quantities between 250 and 500 - \$0.55/each
- **Silicon Bracelets** – one color imprint/emboss – \$0.65/each (at 250 qty) and \$0.49/each (at 500 qty)
- **Drawstring Knapsacks** – includes one color logo imprint - \$1.45 (qty of 100), \$1.40 (qty of 250) and \$1.35/each (at quantity of 500)

Let me know how you would like to proceed.

Thanks!

Terri Stucky

Director, Enrollment

EdisonLearning, Inc.

900 S. Gay Street, Suite 900

Knoxville, TN 37902

865.329.3682 office

865.208.9263 cell

865.546.2085 fax

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Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 26, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/1f87ff4ceb53658d9456ecc47afa>

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:

David A Bolling

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

| Variable | Response |
|---|------------|
| 4. *Your Home Address: Street Address | [REDACTED] |
| [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] |

5. *Your Business Address

| Variable | Response |
|--|--------------|
| 5. *Your Business Address Street Address | [REDACTED] |
| 5. *Your Business Address City/State | [REDACTED] |
| 5. *Your Business Address Zip | [REDACTED] 8 |

6. *Daytime Phone Number:

21 [REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Treasurer

• Other, please specify...: Finance committee

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee

✱

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

Updated Thursday, August 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/b6fb26951f1da0038bfa7a969f7>

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:

Marlon Dunbar

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

| Variable | Response |
|---|------------|
| 4. *Your Home Address: Street Address | [REDACTED] |
| [REDACTED] | [REDACTED] |
| 4. *Your Home Address: Zip | [REDACTED] |

5. *Your Business Address

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

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- 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

Page 2

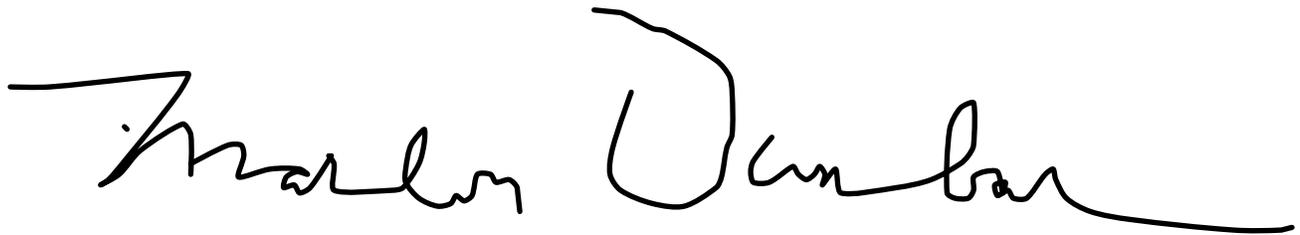
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, reading "Markon Dunbar". The signature is written in a cursive style with a long horizontal flourish at the end.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/d6ba4ba80d35f2476c2a8297ab>

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:

Cliff Frazier

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

| Variable | Response |
|---|-----------------------|
| 4. *Your Home Address: Street Address | [REDACTED] 138 Street |
| [REDACTED] | [REDACTED] |
| 4. *Your Home Address: Zip | [REDACTED] |

5. *Your Business Address

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

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

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

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

Page 2

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

No

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

No

Signature of Trustee

Two handwritten signatures in black ink. The first signature on the left is a cursive name that appears to be 'C. Smith'. The second signature on the right is a cursive name that appears to be 'J. Smith'.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 26, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/92906102e0082eedb6cd68b4ea>

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:

Barbara Gailliard-Nowell

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

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

5. *Your Business Address

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

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Secretary

• Other, please specify...: chair, Education Committee

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee

.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Tuesday, August 27, 2013

Updated Thursday, August 29, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/c0614eea8d9c1e22a35c84bc5ee>

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:

Geraldine Hunter

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

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

5. *Your Business Address

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

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

Page 2

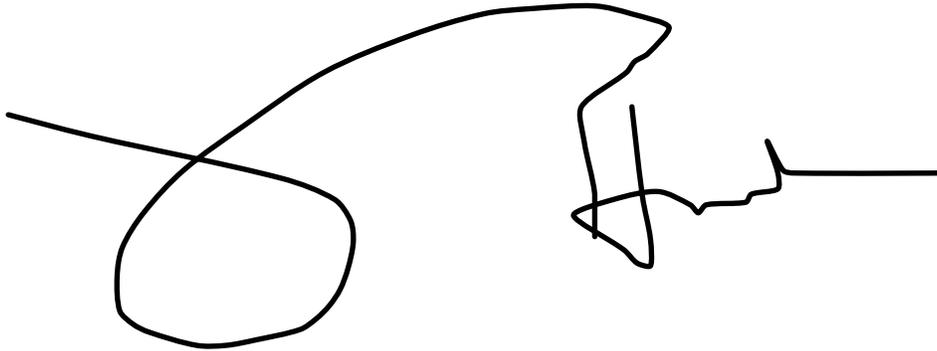
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, sweeping loop on the left and a more complex, angular structure on the right that ends in a horizontal line.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/2a8b1b5b052ae467ee0aa50ef03>

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:

Mildred McGee

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

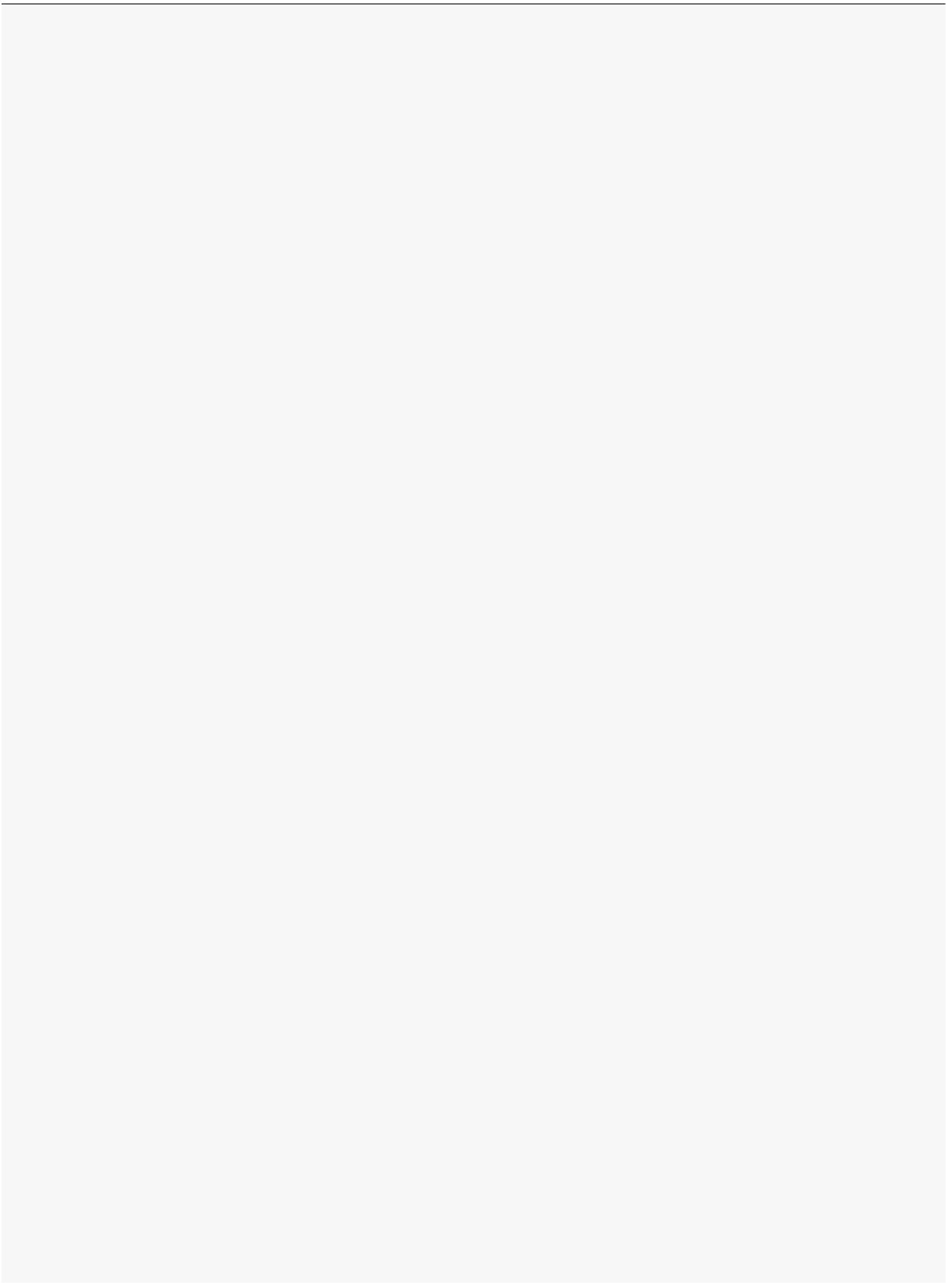
4. *Your Home Address:

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

5. *Your Business Address

| Variable | Response |
|----------|----------|
|----------|----------|

5. *Your Business Address | Street Retired
Address



[Redacted area]

5. *Your Business Address | City/State (No response)

5. *Your Business Address | Zip (No response)

6. *Daytime Phone Number:

[Redacted]

7. *E-mail Address |

[Redacted]

8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Trustee

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee

· ·

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 31, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/d5116a2e7848e4bcf1724f53194>

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:

Claudia Nisbett

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

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

5. *Your Business Address

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

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

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

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

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

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "Adam Nuskret". The signature is written in a cursive style with a large, looped initial "A" and a long, sweeping underline.