

# I. SCHOOL INFORMATION AND COVER PAGE

Created Thursday, July 10, 2014

Updated Thursday, July 31, 2014

## Page 1

### 1. SCHOOL NAME

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

660900861000 AMANI PUBLIC CS

### 2. CHARTER AUTHORIZER

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

Mount Vernon

### 4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
P.O. Box 3022, Mount Vernon, NY 10552	914-668-6450	914-699-0839	info@amanicharter.org

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

Contact Name	Debra Stern
Title	Executive Director
Emergency Phone Number (###-###-####)	

### 5. SCHOOL WEB ADDRESS (URL)

www.amanicharter.org

### 6. DATE OF INITIAL CHARTER

2014-12-01 00:00:00

### 7. DATE FIRST OPENED FOR INSTRUCTION

2025-08-01 00:00:00

### 8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

**9. GRADES SERVED IN SCHOOL YEAR 2013-14**

Check all that apply

---

- 5

---

- 6

---

- 7

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

Yes/No	Name of CMO/EMO
No	

## 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 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	261 East Lincoln Avenue, Mount Vernon, NY 10552	914 668-6450	MT VERNON CITY SD	5 & 6	Yes	Rent/Lease
Site 2	60 South Third Avenue, Mount Vernon, NY 10550	914 668-2553	MT VERNON CITY SD	7&8	No	Rent/Lease

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Debra Stern	[REDACTED]		[REDACTED]
Operational Leader	Charnay Phaire	[REDACTED]		[REDACTED]
Compliance Contact	Charnay Phaire	[REDACTED]		[REDACTED]
Complaint Contact	Charnay Phaire	[REDACTED]		[REDACTED]

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Debra Stern	[REDACTED]		[REDACTED]
Operational Leader	Charnay Phaire	[REDACTED]		[REDACTED]
Compliance Contact	Charnay Phaire	[REDACTED]		[REDACTED]
Complaint Contact	Charnay Phaire	[REDACTED]		[REDACTED]

13. Are the School sites co-located?

No

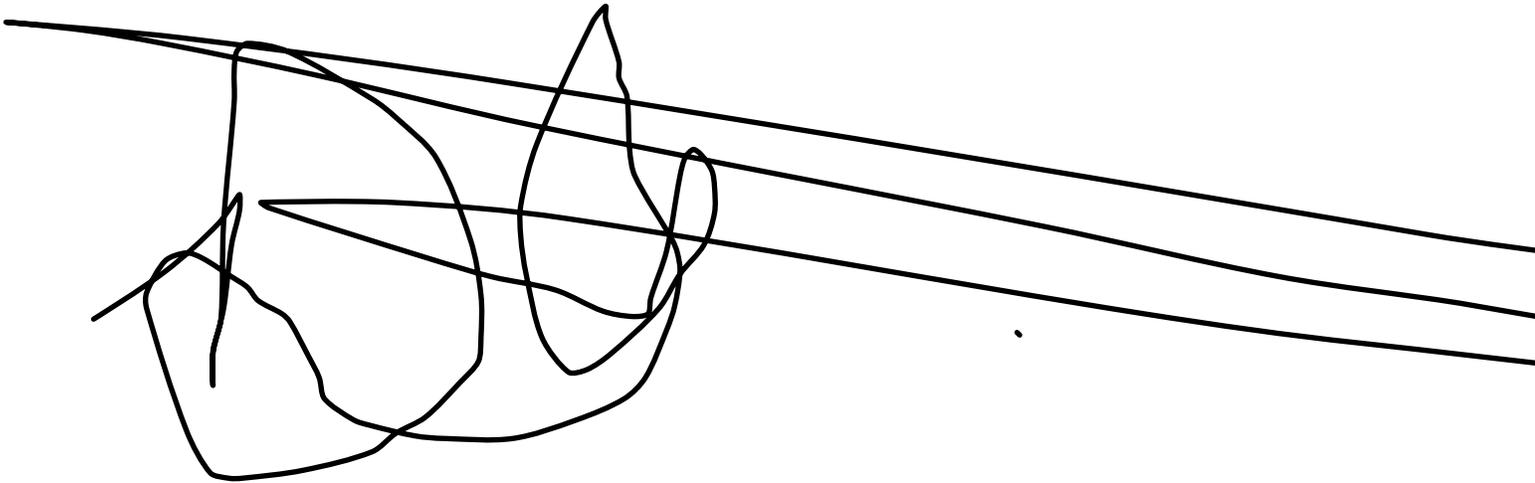
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

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

Signature, President of the Board of Trustees

∩

Thank you.

# Appendix A: Progress Toward Goals

Created Wednesday, July 23, 2014

Updated Thursday, November 06, 2014

## Page 1

Charter School Name: 660900861000 AMANI PUBLIC CS

### 1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/profile.php?instid=800000070172>

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

#### 2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1 75% of scholars will achieve a level 3 or above on the NYS ELA assessment.	NYS ELA Assessment	Amani Public Charter School did not meet this measure.  Grade Percent at Levels 3 & 4 5 17% 6 13% 7 15% All 15%	In an effort to raise NYS ELA scores, the following actions have been put into place: 1. Benchmark Assessments: At the end of each quarter, the ELA team has designed mock state assessments. Each question has been designed to model the NYS state questions. Data is collected and studies to design a plan of action for review. This is also our temperature gage to see how we are "teaching." From this data, we can design our test prep modules as the actual test draws near. 2. On Demand Writing Pieces: These writing pieces are crucial to each grade as we track growth from Pre to Post writing pieces. Writing pieces are collected, analyzed, and individual action plans are put into place to make

sure that each child understands their areas of growth from one unit to the next.

3. STAR: We have invested in the STAR Reading program in order to benchmark the students at three points during the school (Fall, Winter, Spring). These Common Core aligned exams test the students in the same three areas that the students will be tested during the NYS exam. This program projects student performance on the state exam and provides an action plan for improvement in the areas that the students need to address, prior to the exam.

4. AR and Book-it: Also, Amani is focused on raising the reading levels of its students across the school. In this endeavor, we have invested in the following programs: Accelerated Reader and the Book-It program. Accelerated Reader is an online program which students use to their comprehension of books they have read. The students are expected to achieve a satisfactory score on at least 25 books they've read throughout the school year, which becomes part of their ELA grade. Also, in the lower grades, the classrooms are participating in the Book-it program. With this program, the teacher makes reading goals with each of her students, and if the student meets his/her monthly goal, the student is rewarded with a coupon for pizza.

For both math and ELA, Amani participates in a Response to Intervention (RTI) model, in which layers of instructional tiers are used to match levels of support to match students' needs. Tier 2 students, (students who need additional support, but do not qualify for special education), receive small group instruction both in the classroom and 2-3 day/week after school in our AIS program. Tier 3 students, (students who need intensive intervention), receive additional support in small group instruction in class and afterschool 4-5 days/week, one-to-one tutoring, and online

Academic Goal 2	75% of scholars will achieve a level 3 or above on the NYS Mathematics assessment.	NYS Mathematics Assessment	<p>Amani Public Charter School did not meet this measure.</p> <p>Grade Percent at Levels 3 &amp; 4</p> <p>5 16%</p> <p>6 42%</p> <p>7 16%</p> <p>All 25%</p>	<p>instruction.</p> <p>In an effort to raise NYS Math scores, the following actions have been put into place:</p> <p>1. Pre and Post tests: The Amani (5-8) Math team sat down and created NYS Common Core tests that will be administered at the beginning and end of each unit. Each test has been specifically designed to model sample test questions that are aligned to each specific unit and that they may see on their Math State exam. Once each Math unit is complete, data is entered into our spreadsheet so we can see areas of improvement as well as areas of growth based on each standard.</p> <p>2. Benchmark Assessments: At the end of each quarter, the Math team has designed Mock state assessments that reflect the learning that took place during each unit. Each question has been designed to model the NYS modules as well as the state questions. Data is collected and studies to design a plan of action for review. This is also our temperature gage to see how we are “teaching.” From this data, we can design our test prep modules as the actual test draws near.</p>
-----------------	--	----------------------------	--	--

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Each year the school will have a daily student attendance rate of at least 95%.	School Records	Amani achieved this objective.  The school maintained at least a 95% attendance rate throughout the 2013-2014 year.	
Org Goal 2	Each year the school will comply with all applicable laws, rules, regulations and contract terms and have in place and maintain effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met.	Board Policies & Meetings	Amani achieved this objective.  Amani has generally and substantially complied with all applicable laws, rules and regulations. The Board takes legal compliance matters very seriously and has retained outside counsel to ensure compliance with all relevant laws. Amani has in place and maintains effective systems, policies, procedures and other controls for ensuring that legal and charter requirements are met. Amani’s staff has been trained with respect to all applicable procedures and systems. The staff is empowered to identify and address any possible legal or compliance issues and report these matters to the Board or its counsel.	
Org Goal 3	Each year, student enrollment with be within 10% of full enrollment as defined in the school's contract.	School Records	Amani achieved this objective.  Enrollment was full throughout the year, but within 10 percent of the chartered goal.	
Org Goal 4	Amani will maintain a strong teaching and leadership team that furthers the school's mission, programs and goals.	School Programs & Initiatives	Amani achieved this goal.  Amani balanced out its leadership team this year by hiring a Director of Curriculum and Instruction, Asst. Director of C & I and a Special Education Coordinator. Having the Special Education Coordinator full time and as part of the leadership team has allowed Amani to be more responsive to the needs of students with individual education plans. The Director of C & I was focused primarily on operationalizing the school’s vision of “Ridiculously Great Teaching” by implementing a robust observation and evaluation system based	

on the Charlotte Danielson frameworks. Every teacher received both informal and Formal observations throughout the year targeting the 4 domains of the CD model- More specifically domains 1-3. These specific domains held all teachers accountable for their planning, implementation, and reflection on their teaching practice. This year, the DCI, along with our consultants, and teaching staff are performing a major curriculum overhaul to make sure that all subjects are aligned with the Common Core Standards using our school-wide template. Then, teachers will continue to perfect their document by consulting/ interacting with other subject domains to create cross-curricular teaching.

Org Goal 5	Each year parents will express satisfaction with the schools programs.	Parent Survey	Amani achieved this goal.  Amani conducted parent surveys in two formats in Feb 2014. The parents who completed the survey responded very favorably to the learning environment, safety and level of respect displayed by both teachers and students. They indicated that they feel welcome at school and their child's academic and social needs are being met. Going forward Amani will create incentives to further improve the response rate on the surveys as we would like to hear from all our parents.
------------	--	---------------	--

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit which will result in an unqualified opinion and no major findings.	Independent Audit	Completed by Nov 1.	

Financial Goal 2	Each year the school will operate on a balanced budget and maintain a stable cash flow.	The budget is reviewed month to month by the school and via financial statements prepared by CSBM. The Board of Trustees is then presented with the info.	Amani achieved this measure.  The school maintained a positive operating and cash surplus throughout the year and kept within the limits of the budget of operating expenses throughout the school year.
------------------	---	---	--

# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Thursday, July 31, 2014

## Page 1

Charter School Name: 660900861000 AMANI PUBLIC CS

### B. Financial Information

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

#### 1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child   Line 1: Total Expenditures	3996703
1. Total Expenditures Per Child   Line 2: BEDS Day Pupil Count	243
1. Total Expenditures Per Child   Line 3: Divide Line 1 by Line 2	16447

#### 2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

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

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 1: Relevant Personnel Services Cost (Row)	253081
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 2: Management and General Cost (Column)	289919
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 3: Sum of Line 1 and Line 2	543000
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 4: BEDS Day Pupil Count	243
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).   Line 5: Divide Line 3 by the BEDS Day Pupil Count	2235

Thank you.



**Financial A**

**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*

**Amani Public Charter School**

July 28, 2014

SED  
3  
Private  
5 to 7  
5 to 8  
242  
(at the end of the first charter period)  
2014  
646-701-7117

SchoolAudit\_FirmName  
SchoolAudit\_FirmName\_ContactName  
SchoolAudit\_ContactEmail  
555-555-1313

2014

Amani Public Charter School2014

**FILL IN GRAY CELLS**

**Amani Public Charter School**

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30, 2014

	<u>2014</u>	<u>2013</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$1,124,528	\$80,703
Grants and contracts receivable	185,077	1,116,471
Accounts receivables	99,081	
Inventory	-	-
Prepaid Expenses	8,025	29,516
Contributions and other receivables	-	
Other	<u>3,210</u>	
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,419,921</b>	<b>\$1,226,690</b>
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	811,271	240,652
Restricted Cash	<u>22,882</u>	
<b>OTHER ASSETS</b>	<b>\$834,153</b>	<b>\$240,652</b>
<b>TOTAL ASSETS</b>	<b>\$2,254,074</b>	<b>\$1,467,342</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$137,569	\$217,880
Accrued payroll and benefits	159,473	85,529
Refundable Advances	-	-
Dreferred Revenue	81,172	10,417
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other		<u>65,000</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$378,214</b>	<b>\$378,826</b>
<b>LONG-TERM DEBT, net current maturities</b>	<b>\$-</b>	<b>\$-</b>
<b>TOTAL LIABILITIES</b>	<b>\$378,214</b>	<b>\$378,826</b>
<b>NET ASSETS</b>		
Unrestricted	\$1,875,861	\$1,088,516
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	<b>\$1,875,861</b>	<b>\$1,088,516</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$2,254,074</b>	<b>\$1,467,342</b>

Check \_\_\_\_\_

-0.0299999998

\_\_\_\_\_ -

**FILL IN GRAY CELLS**

**Amani Public Charter School**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30, 2014**

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$4,240,198	\$-	\$4,240,198	\$2,879,014
Federal - Title and IDEA	67,548	-	67,548	535,389
Federal - Other	304,372	-	304,372	-
State and City Grants	-	-	-	62,313
Contributions and private grants	43,050	-	43,050	-
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	99,905	-	99,905	170,676
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$4,755,073	\$-	\$4,755,073	\$3,647,392
<b>EXPENSES</b>				
Program Services				
Regular Education	\$3,100,292	\$-	\$3,100,292	\$1,748,958
Special Education	352,135	-	352,135	573,331
Other Programs	-	-	-	-
Total Program Services	\$3,452,427	\$-	\$3,452,427	\$2,322,289
Supporting Services				
Management and general	\$543,000	\$-	\$543,000	\$541,391
Fundraising	1,276	-	1,276	1,350
<b>TOTAL OPERATING EXPENSES</b>	\$3,996,703	\$-	\$3,996,703	\$2,865,030
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$758,370	\$-	\$758,370	\$782,362
Contributions				
Foundations	10416.6	\$-	\$10,417	-
Individuals	7122.3	-	7,122	-
Corporations	10250.25	-	10,250	-
Fundraising	-	-	-	-
Interest income	0.12	-	0	-
Miscellaneous income	1185.52	-	1,186	-
Net assets released from restriction	0	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$28,975	\$-	\$28,975	\$-
<b>CHANGE IN NET ASSETS</b>	\$787,344	\$-	\$787,344	\$782,362
NET ASSETS BEGINNING OF YEAR	\$1,088,516	\$-	\$1,088,516	\$306,154
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$1,875,860	\$-	\$1,875,860	\$1,088,516

**AMANI PUBLIC CHARTER SCHOOL**

**MOUNT VERNON, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2014**

**(With Comparative Totals for 2013)**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

## CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Statement of Financial Position	5
Statement of Activities and Changes in Net Assets	6
Statement of Functional Expenses	7
Statement of Cash Flows	8
Notes to Financial Statements	9
 <u>REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS</u>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	16
Schedule of Findings and Responses	18

INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Amani Public Charter School

**Report on the Financial Statements**

We have audited the accompanying financial statements of Amani Public Charter School, which comprise the statement of financial position as of June 30, 2014, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

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

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

***Auditor's Responsibility***

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

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

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

***Opinion***

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

***Report on Summarized Comparative Information***

We have previously audited Amani Public Charter School's June 30, 2013 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 29, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2013 is consistent, in all material respects, with the audited financial statements from which it has been derived.

***Other Report Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2014 on our consideration of Amani Public Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Amani Public Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 16, 2014

AMANI PUBLIC CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2014  
(With Comparative Totals for June 30, 2013)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2014</u>	<u>2013</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 1,061,767	\$ 30,703
Cash in escrow	75,000	50,000
Grants and other receivables	336,671	1,116,471
Prepaid expenses and other current assets	61,543	29,516
TOTAL CURRENT ASSETS	1,534,981	1,226,690
 <u>PROPERTY AND EQUIPMENT, net</u>	 562,517	 240,652
TOTAL ASSETS	\$ 2,097,498	\$ 1,467,342
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Line of credit	\$ -	\$ 65,000
Accounts payable	71,361	191,927
Accrued expenses	32,835	25,953
Accrued payroll and benefits	169,962	85,529
Deferred revenue	81,172	10,417
Deferred lease incentive	5,532	-
TOTAL CURRENT LIABILITIES	360,862	378,826
 <u>NET ASSETS, unrestricted</u>	 1,736,636	 1,088,516
TOTAL LIABILITIES AND NET ASSETS	\$ 2,097,498	\$ 1,467,342

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2014  
(With Comparative Totals for June 30, 2013)

	<u>Year Ended June 30,</u>	
	<u>2014</u>	<u>2013</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 4,133,425	\$ 2,879,014
Governmental grants	627,902	535,389
Contributions	27,789	62,313
Contributed legal and educational services	210,073	168,452
Special events	<u>1,686</u>	<u>2,224</u>
TOTAL OPERATING REVENUE AND SUPPORT	5,000,875	3,647,392
Expenses:		
Program:		
Regular education	3,258,247	1,748,958
Special education	379,075	573,331
Management and general	714,120	541,391
Fundraising and special events	<u>1,313</u>	<u>1,350</u>
TOTAL EXPENSES	<u>4,352,755</u>	<u>2,865,030</u>
CHANGE IN NET ASSETS	648,120	782,362
Unrestricted net assets at beginning of year	<u>1,088,516</u>	<u>306,154</u>
UNRESTRICTED NET ASSETS AT END OF YEAR	<u>\$ 1,736,636</u>	<u>\$ 1,088,516</u>

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2014  
 (With Comparative Totals for June 30, 2013)

	Year ended June 30, 2014							Year Ended June 30, 2013	
	Program Services			Supporting Services			Total		
	No. of positions	Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events			Sub-total
Personnel Service Costs:									
Administrative Staff	8	\$ 128,652	\$ 23,417	\$ 152,069	\$ 282,635	\$ -	\$ 282,635	\$ 434,704	\$ 288,925
Instructional Personnel	27	1,265,136	148,123	1,413,259	-	-	-	1,413,259	817,157
Non-instructional Personnel	6	390,403	18,514	408,917	-	-	-	408,917	193,859
Total Salaries and Wages	41	1,784,191	190,054	1,974,245	282,635	-	282,635	2,256,880	1,299,941
Payroll taxes and employee benefits		317,301	33,800	351,101	50,264	-	50,264	401,365	238,947
Professional development		25,073	1,189	26,262	7,813	-	7,813	34,075	40,401
Legal fees		142,355	15,164	157,519	22,550	-	22,550	180,069	138,893
Audit fees		-	-	-	26,891	-	26,891	26,891	19,835
Financial management services		-	-	-	43,976	-	43,976	43,976	35,526
Professional fees - other		220,240	73,765	294,005	43,434	1,313	44,747	338,752	362,024
Student and staff recruitment		5,535	532	6,067	721	-	721	6,788	6,568
Curriculum/classroom expenses		110,539	5,242	115,781	-	-	-	115,781	115,985
Supplies/ materials		51,308	5,465	56,773	8,128	-	8,128	64,901	38,163
Food service fees		153,912	7,299	161,211	-	-	-	161,211	117,339
Student transportation services		19,208	911	20,119	-	-	-	20,119	5,445
Travel and conferences		51	5	56	8	-	8	64	524
Postage, printing, and copying		9,448	1,006	10,454	1,497	-	1,497	11,951	8,856
Insurance		15,967	1,701	17,668	2,529	-	2,529	20,197	12,400
Information technology		5,979	637	6,616	947	-	947	7,563	460
Leased equipment		22,732	2,422	25,154	3,601	-	3,601	28,755	5,364
Non-capitalized equipment/furnishings		9,244	985	10,229	1,464	-	1,464	11,693	13,748
Repairs and maintenance		14,619	1,557	16,176	2,316	-	2,316	18,492	7,084
Depreciation and amortization		-	-	-	158,918	-	158,918	158,918	74,348
Facility/rent & utilities		350,545	37,341	387,886	55,530	-	55,530	443,416	322,395
Other		-	-	-	898	-	898	898	784
		<u>\$ 3,258,247</u>	<u>\$ 379,075</u>	<u>\$ 3,637,322</u>	<u>\$ 714,120</u>	<u>\$ 1,313</u>	<u>\$ 715,433</u>	<u>\$ 4,352,755</u>	<u>\$ 2,865,030</u>

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2014  
(With Comparative Totals for June 30, 2013)

	<u>Year Ended June 30,</u>	
	<u>2014</u>	<u>2013</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Changes in net assets	\$ 648,120	\$ 782,362
Adjustments to reconcile change in net assets to net cash provided from (used for) operating activities:		
Depreciation and amortization	158,918	74,348
Changes in certain assets and liabilities affecting operations:		
Cash in escrow	(25,000)	(50,000)
Grants and other receivables	779,800	(1,025,663)
Prepaid expenses and other current assets	(32,027)	4,947
Accounts payable	(120,566)	170,661
Accrued expenses	6,882	934
Accrued payroll and benefits	84,433	30,046
Deferred revenue	70,755	(47,723)
Deferred lease incentive	<u>5,532</u>	<u>-</u>
NET CASH PROVIDED FROM (USED FOR) OPERATING ACTIVITIES	1,576,847	(60,088)
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	<u>(480,783)</u>	<u>(203,140)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(480,783)	(203,140)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
(Repayments) borrowings on line of credit	<u>(65,000)</u>	<u>65,000</u>
NET CASH (USED FOR) PROVIDED FROM FINANCING ACTIVITIES	(65,000)	65,000
NET INCREASE (DECREASE) IN CASH	1,031,064	(198,228)
Cash at beginning of year	<u>30,703</u>	<u>228,931</u>
CASH AT END OF YEAR	<u>\$ 1,061,767</u>	<u>\$ 30,703</u>

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

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Amani Public Charter School (“the Charter School”) is an educational corporation that operates as a charter school in Mount Vernon, New York. On December 14, 2010, the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. The Charter School was established to provide its students in grades 5-8 with the academic skills necessary to succeed in competitive high school programs, college and career of their choice.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Charter School. The Charter School had no permanently restricted net assets at June 30, 2014 or 2013.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had no temporarily restricted net assets at June 30, 2014 or 2013.

*Unrestricted* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at financial institutions located in Mount Vernon, New York and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintained cash in an escrow account in accordance with the terms of its Charter agreement.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There were no allowance for doubtful accounts at June 30, 2014 and 2013.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School has filed for and received income tax exemptions in the jurisdictions where it is required to do so. The Charter School files Form 990 in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2011 through 2014 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require "specialized skills" and would typically not be purchased if they were not contributed.

The Charter School received contributed educational services which were valued at approximately \$43,000 and \$45,000 which are included in the accompanying statements of activities and changes in net assets for the years ended June 30, 2014 and 2013, respectively. The Charter School also received legal services valued at approximately \$167,000 and \$123,000 which are included in the accompanying statements of activities and changes in net assets for the years ended June 30, 2014 and 2013, respectively.

Marketing and recruiting costs

The Charter School expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$7,000 for each of the years ended June 30, 2014 and 2013.

Deferred lease incentive

The Charter School leases its office equipment. The lease escalated the original lease payments and caused a buy-out from the prior lease. In accordance with GAAP, the Charter School recognizes the related buy-out credit on a straight-line basis and records the difference between the recognized lease credit and the amounts receivable under the lease as a deferred lease incentive.

Use of estimates in the preparation of financial statements

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

Comparatives for year ended June 30, 2013

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2013, from which the summarized information was derived.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Reclassifications

Certain 2013 balances have been reclassified to conform to the 2014 presentation.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 16, 2014, which is the date the financial statements are available to be issued. No subsequent events requiring disclosures were noted, except as disclosed in Note B.

NOTE B: SCHOOL FACILITY

The Charter School leases its facilities from Friendship Worship Center Agape Community Development Corp. LTD through December 2014. Monthly rental payments including utilities amounted to \$22,629 and \$25,196 for the years ended June 30, 2014 and 2013, respectively. The Charter School also leased a gymnasium space from the same lessor for \$2,200 per month through June 30, 2014. The Charter School entered a lease agreement in September 2013 with the Church of St. Ursula for additional facilities at \$7,675 per month through August 31, 2014. Total approximate square footage usage for all facilities as of June 30, 2014 and 2013 was 18,267 and 9,508, respectively. Total expenses paid for the years ended June 30, 2014 and 2013 was approximately \$443,000 and \$322,000, respectively.

Subsequent to June 30, 2014 the Charter School leases facilities from T & Z Partners, Inc. through August 30, 2029 with the option to renew for an additional 15 years. Monthly rental payments will be \$72,560. Other expenses in excess of the first year's base costs will be paid for by the Charter School. As of April 1, 2016, base rent will increase every year by the Per Pupil Funding rate increase up to 3%, as indicated by New York State Education Department. In years where the Per Pupil Funding is below 3% the remaining amount will be deferred to a period where the rate is above 3% and be included in base rent for that lease year.

The future minimum payments on these agreements, assuming a 3% increase per year, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2015	\$ 876,724
2016	877,250
2017	903,568
2018	930,675
2019	958,595
Thereafter	<u>11,538,403</u>
	<u>\$ 16,085,215</u>

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	June 30,	
	2014	2013
Furniture and fixtures	\$ 165,192	\$ 62,158
Office equipment	187,431	102,514
Leasehold improvements	159,428	106,907
Construction in progress	319,986	79,675
	<u>832,037</u>	<u>351,254</u>
Less accumulated depreciation and amortization	269,520	110,602
	<u>\$ 562,517</u>	<u>\$ 240,652</u>

Construction in progress represents architects fees and building, classroom and office improvements which have been performed on a new building that the Charter School is not yet occupying. Construction in progress is stated at cost. No provision for depreciation is made on construction in progress until such time as the relevant assets are completed and put into use.

NOTE D: LINE OF CREDIT

During April 2013 the Charter School obtained a \$75,000 Line of Credit, which provides for interest at 1.5% over the Prime Rate (effective rate of 4.75% as of June 30, 2014). As of June 30, 2014 there was no outstanding balance. As of June 30, 2013 there was an outstanding balance of \$65,000. The line is secured by all assets of the Charter School.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE E: OPERATING LEASE

During September 2013, the Charter School canceled its lease of office equipment under a lease agreement that would have expired November 2015. The Charter School entered new leases for office equipment under a non-cancelable lease agreement that will expire August 2018. Associated with this new lease the Charter School received a buy-out for the remaining payments for its prior lease totaling \$6,705. The Charter School recorded the total buy-out amount as a deferred lease incentive and will recognize approximately \$100 per month for the duration of the new lease as other income. The Charter School recognized approximately \$1,200 as of the year ended June 30, 2014. The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2015	\$ 31,596
2016	31,596
2017	31,596
2018	31,596
2019	5,266
	<u>\$ 131,650</u>

NOTE F: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. All employees of the Charter School are eligible to participate. The Charter School has a discretionary employee match contribution. The Charter School made no contributions to the plan for the years ended June 30, 2014 and 2013.

NOTE G: CONTINGENCY

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

NOTE H: CONCENTRATIONS

At June 30, 2014, approximately 84% of grants and other receivables were due from the New York State Department of Education relating to certain grants.

At June 30, 2013, approximately 93% of grants and other receivables are due from the New York State Department of Education relating to per pupil funding.

During the years ended June 30, 2014 and 2013, 83% and 79%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

**AMANI PUBLIC CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees  
Amani Public Charter School

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Amani Public Charter School, which comprise the statement of financial position as of June 30, 2014, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 16, 2014.

**Internal Control over Financial Reporting**

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

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses that we consider to be a significant deficiency, 2014-001.

### **Compliance and Other Matters**

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

We noted certain matters that we have reported to management of Amani Public Charter School in a separate letter dated October 16, 2014.

### **Amani Public Charter School's Response to Finding**

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

### **Purpose of This Report**

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

### **Restricted Use**

This report is intended solely for the information and use of the Board of Trustees, management, federal, state and local awarding agencies, the New York State Education Department and others within the Charter School and is not intended to be and should not be used by anyone other than these specified parties.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 16, 2014

AMANI PUBLIC CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2014

**Finding 2014-001**

*Statement of condition*

The billing of special education services provided in relation to the level of service required as described on the applicable students' Individualized Education Plans (IEP) were not accurately billed.

*Criteria and effect of conditions*

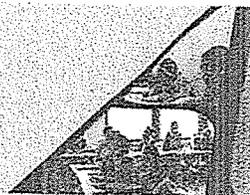
As part of our audit, we tested the billing of special education services provided in relation to the level of service required as described on the applicable students' Individualized Education Plans. We noted in three instances, the Charter School billed a rate for a higher level of service than what was documented in the students' IEP and was actually provided. We also noted in three instances the amount billed was for a lower level of service than what was documented in the students' IEP and was actually provided.

*Recommendation*

We recommend the Charter School review Individual Education Plans throughout the year and at the end of the year to ensure the proper rates are billed for the respective students.

*Management response*

The School's Director of Finance will work closely with the Director of Special Education throughout the year and at the end of the year to ensure accurate billing rates of all scholars classified with an IEP. The Director of Special Education will assess services provided to the scholars on at least a bi-monthly basis to ensure that billing is accurate and within the threshold of services as required by the IEP.



10/16/14

Mengel, Metzger, Barr & Co. LLP

Certified Public Accountants

100 Chestnut Street, Suite 1200

Rochester, New York 14604

This representation letter is provided in connection with your audits of the financial statements of Amani Public Charter School, which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter.

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated May 6, 2014, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- We have complied with all contractual agreements, grants, and donor restrictions.
- We have maintained an appropriate composition of assets in amounts needed to comply with all donor restrictions.
- We have accurately presented the entity's position regarding taxation and tax-exempt status.
- The bases used for allocation of functional expenses are reasonable and appropriate.
- We have included in the financial statements all assets and liabilities under the entity's control.
- We have designed, implemented, and maintained adequate internal controls over the receipt and recording of contributions.
- Methods and significant assumptions used by management to determine fair values, their consistency in application, and the completeness and adequacy of fair value information for financial statement measurement and disclosure purposes are appropriate.

- We have reviewed the Organization's draft financial statements prepared by you based upon financial information we provided to you. We have reviewed all supporting schedules and accept full responsibility for the Organization's financial statements prepared in accordance with U.S. GAAP.
- We have considered the accounting and reporting requirements of FASB ASC 740-10. We believe there are no material liabilities (or reduction in amounts refundable) required for unrecognized tax benefits related to our tax positions, as defined and described in FASB ASC 740-10-20.

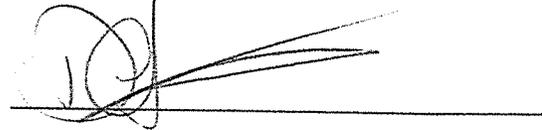
### Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Very truly yours,

AMANI PUBLIC CHARTER SCHOOL

A handwritten signature in black ink, appearing to be 'Debra Stern', written over a horizontal line.

Debra Stern,  
Executive Director

A handwritten signature in black ink, appearing to be 'Charnay Phaire', written over a horizontal line.

Charnay Phaire,  
Director of Operations

A handwritten signature in black ink, appearing to be 'Michael Bailey', written over a horizontal line.

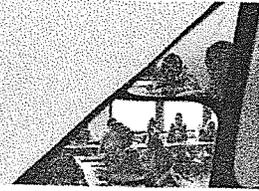
Michael Bailey,  
Director of Finance

AMANI PUBLIC CHARTER SCHOOL

UNCORRECTED MISSTATEMENTS

YEAR ENDED JUNE 30, 2014

<u>Reference No.</u>	<u>Description</u>	<u>Assets (over) under</u>	<u>Liabilities over (under)</u>	<u>Income over (under)</u>
1	To adjust deferred revenue and per-pupil revenue to correct SPED billing errors.	\$ -	\$ 6,170	\$ (6,170)



August 28, 2014

Mengel, Metzger, Barr & Co. LLP  
Certified Public Accountants  
100 Chestnut Street, Suite 1200  
Rochester, New York 14604

We are providing this letter in connection with your agreed-upon procedures performed over the compliance with the requirements of the CSP grant and Federal and New York State Education Department ("NYSED") guidelines in managing the CSP grant as of and for the period ended June 30, 2014, prepared in accordance with attestation standards established by the American Institute of Certified Public Accountants, for the purpose of reporting your findings in regards to the results of the procedures performed as compared to requirements of NYSED.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your engagement:

1. We are responsible for the fair presentation of the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements.
2. We are responsible for selecting the criteria and have selected the following
  - a. The CSP fund revenues and expenditure general ledger accounts; and
  - b. All filings to the NYSED
3. We have determined that the criteria are suitable and appropriate for our purposes.
4. We represent that the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant for the period ended June 30, 2014 is presented in conformity with Federal and NYSED requirements.
5. We have communicated and disclosed all matters to you that may contradict the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements.
6. We have communicated and disclosed to you all correspondence or other communications we have received from regulatory authorities regarding the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements.
7. We have made all records applicable to the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements available to you in the conduct of your engagement.



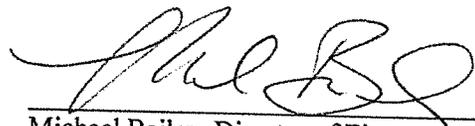
8. We represent that use of your report will be restricted solely for the information and use of those charged with governance and NYSED and is not intended and should not be used by anyone other than these specified parties.
9. To the best of our knowledge and belief, we have disclosed all events that have occurred subsequent to June 30, 2014 and through the date of this letter that would affect the presentation of the subject matter, or your report.

Very truly yours,

AMANI PUBLIC CHARTER SCHOOL

  
Charnay Phaire, Director of Operations

  
Debra Stern, Executive Director

  
Michael Bailey, Director of Finance



**AMANI PUBLIC CHARTER SCHOOL**

**AGREED UPON PROCEDURES**

**YEAR ENDED JUNE 30, 2014**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

INDEPENDENT ACCOUNTANT’S REPORT ON CSP FUNDING

Board of Trustees  
Amani Public Charter School

We have performed the procedures identified below, which were agreed to by the management of Amani Public Charter School (the “Charter School”) and the New York State Education Department (“NYSED”), solely to assist the specified parties in evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result**

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and the grant revenue recorded by the Charter School. We observed that the CSP grant revenue equaled the grant expenditures.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

**Result**

We observed the Charter School’s approved FS-10, FS-10F and final expenditure summary, and it appears that revenue and expenditures in the period are reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

**Result**

We selected a sample of other expenses, as there were no payroll expenses in the period tested. Based on our testing, we noted that expenditures fall into an appropriate budget category and that the expenditures were charged to the appropriate period. For all five selections, we observed that the expenditures were in accordance with the purpose of the grant and that none of the expenditures were pre-opening expenditures.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request and is at least the amount shown on Line 4.

**Result**

We obtained the Charter School's FS-25 and noted the selected items were appropriately included in the request for reimbursement. The requests for reimbursement appear to be in the appropriate period. The Charter School's FS-25 had a balance on Line 4 (Cash Expenditures Anticipated During Next Month). We noted the funds were expended within one month following the date of request.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Amani Public Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
August 28, 2014

**AMANI PUBLIC CHARTER SCHOOL**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2014**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 16, 2014

To the Board of Trustees  
Amani Public Charter School

In planning and performing our audit of the financial statements of Amani Public Charter School as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered Amani Public Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Amani Public Charter School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the entity's internal control to be a significant deficiency.

### **Billing for Special Education Services**

During our audit, we tested the billing of special education services provided in relation to the level of service required as described on the applicable students' Individualized Education Plans (IEP). We noted in two instances, the Charter School billed a rate for a higher level of service than what was documented in the students' IEP and was actually provided. We also noted in three instances the amount billed was for a lower level of service than what documented in the students' IEP and was actually provided.

#### **Recommendation**

We recommend the Charter School review Individual Education Plan's throughout the year and at the end of the year to ensure the proper rates are billed for the respective students.

During the course of our audit of the financial statements of Amani Public Charter School as of June 30, 2014 and for the year then ended, we observed the Charter School's significant accounting policies and procedures and certain business, financial and administrative practices. As a result of our observations, we suggest you consider the following comments which we do not consider to be significant deficiencies or material weaknesses:

### **Competitive Bidding**

During our audit, we examined the Amani Public Charter School Financial Policies and Procedures Manual (FPPM) to gain an understanding of the controls in place at the Charter School. The FPPM requires competitive bidding procedures for purchases exceeding \$10,000 in the aggregate. Certain exceptions from these procedures are allowed as documented in the FPPM. One of these exceptions is if the vendor is considered a "preferred vendor." The vendor is a "preferred vendor" if they maintain a contract with New York City and/or New York State. When there is such a contract, no bidding process is required. Our testing of certain invoices found that no bidding process was conducted in regards to certain items included in construction in progress. Upon request from management for the contract, it was indicated that one was not acquired or maintained.

#### **Recommendation**

We recommended the Charter School adhere to their purchasing policy requiring competitive bids from three separate vendors for all amounts over \$10,000, unless procuring goods or services from a "preferred" or "sole" vendor, and continue to maintain all appropriate documentation.

### **Procurement Procedures**

During our walkthrough of procedures in the FPPM, we noted that in disbursement packets there were no "Check Request/Requisition Forms" being solicited and filled out by a qualified employee. The FPPM indicates that a "Check Request/Requisition Form" should be solicited and filled out by any qualified Charter School employee. The completed forms for purchases under \$9,999 are submitted to the Bookkeeper or Director of Operations who will review the request and submit it to the Executive Director for approval. Upon inquiry with management, it was indicated that the "Check Request/Requisition Forms" are no longer filled out and approved.

#### **Recommendation**

We recommend the Charter School adhere to its FPPM for the soliciting and approval of the "Check Request/Requisition Forms" and that the disbursement packets contain all documentation as outlined in the FPPM.

Status of matters included in our letter as of June 30, 2013, dated October 29, 2013

**Finance Committee Minutes**

During our audit we noted that minutes of the Finance Committee were not maintained.

**Recommendation**

We recommend minutes of all Board committees be maintained. The current Form 990 inquires if all committee meetings were documented as well as meetings of the governing body. Keeping minutes of all meetings is also an indication of good governance.

**Status at June 30, 2014**

During our 2014 audit, we noted that there were no Finance Committee minutes being maintained. We continue to recommend minutes of all Board committees to be maintained.

\* \* \* \* \*

This communication is intended solely for the information and use of Management, Finance Committee Members, others within the organization, and governmental authorities and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciated the outstanding cooperation from your staff that our personnel received during the audit of Amani Public Charter School's financial statements. Should you have any question or comments, please contact Michelle Cain or Jackie Lee.

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP

# New York State Education Department

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

### **Budget and Cash Flow Templates for the 2013 New Charter Applications**

---

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

---

<b>1</b>	Complete ALL SIX tabs in <b>BLUE</b>
<b>2</b>	Enter information into the <b>GRAY</b> cells
<b>3</b>	Cells labeled in <b>ORANGE</b> contain guidance pertaining to that tab
<b>4</b>	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>5</b>	Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accommodate additional districts if necessary.
<b>6</b>	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Amani Public Charter School**

**PROJECTED BUDGET FOR 2014-2015**

PROJECTED BUDGET FOR 2014-2015							Assumptions	
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable	
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.								
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Total Revenue	5,776,517	119,451	-	-	40,993	5,936,961		
Total Expenses	3,878,563	842,426	-	5,981	895,778	5,622,748		
Net Income	1,897,954	(722,975)	-	(5,981)	(854,785)	314,213		
Actual Student Enrollment	304	16				320		
Total Paid Student Enrollment	304	16				320		
	PROGRAM SERVICES			SUPPORT SERVICES				
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
<b>REVENUE</b>								
<b>REVENUES FROM STATE SOURCES</b>								
Per Pupil Revenue	CY Per Pupil Rate							
District of Location	\$17,044.00	5,113,200	78,880	-	-	5,192,080	Based on 300 students (16 of which are SpEd)	
School District 2 (New Rochelle)	\$16,388.00	49,164	-	-	-	49,164	Based on 3 New Rochelle Students	
School District 3 (NYC)	\$13,777.00	234,209	-	-	-	234,209	Based on 17 NYC Students	
School District 4 (Enter Name)		-	-	-	-	-		
School District 5 (Enter Name)		-	-	-	-	-		
		5,396,573	78,880	-	-	5,475,453		
Special Education Revenue		-	-	-	-	-		
Grants								
Stimulus		-	-	-	-	-		
Other		-	-	-	-	-		
Other State Revenue		18,383	968	-	-	19,350	Includes New York State Grant: NYSTL	
<b>TOTAL REVENUE FROM STATE SOURCES</b>		<b>5,414,956</b>	<b>79,848</b>	<b>-</b>	<b>-</b>	<b>5,494,803</b>		
<b>REVENUE FROM FEDERAL FUNDING</b>								
IDEA Special Needs		-	18,416	-	-	18,416	Based on 16 SpEd students/\$1,151 per student	
Title I		97,461	5,130	-	-	102,591		
Title Funding - Other		4,332	228	-	-	4,560		
School Food Service (Free Lunch)		-	-	-	-	-		
Grants		-	-	-	-	-		
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-		
Other		130,625	6,875	-	-	137,500	Mount Vernon Strong is an After-School Grant to Cover all A/S Costs (Salaries, Field Trips, etc.)	
Other Federal Revenue		106,348	5,597	-	-	111,945	Federal Meals Reimbursement	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		<b>338,766</b>	<b>36,246</b>	<b>-</b>	<b>-</b>	<b>375,012</b>		
<b>LOCAL and OTHER REVENUE</b>								
Contributions and Donations, Fundraising		7,686	2,562	-	-	40,993	In Kind Contribution towards the Executive Director's Salary	
Erate Reimbursement		15,109	795	-	-	15,905		
Interest Income, Earnings on Investments,		-	-	-	-	-		
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-		
Food Service (Income from meals)		-	-	-	-	-		
Text Book		-	-	-	-	-		
Other Local Revenue		-	-	-	-	-		
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		<b>22,796</b>	<b>3,357</b>	<b>-</b>	<b>-</b>	<b>40,993</b>	<b>67,146</b>	
<b>TOTAL REVENUE</b>		<b>5,776,517</b>	<b>119,451</b>	<b>-</b>	<b>-</b>	<b>40,993</b>	<b>5,936,961</b>	
<b>EXPENSES</b>	<i>List exact titles and staff FTE's ( Full time equivalent)</i>							
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>	No. of Positions							
Executive Management	1.00	10,344	3,448	-	-	55,167	68,959	1 Executive Director
Instructional Management	1.00	92,958	4,892	-	-	-	97,850	1 Director of Curriculum and Instructional Management
Deans, Directors & Coordinators	5.00	256,690	106,210	-	-	-	362,900	Includes 2 Deans, 1 Student Achievement Coordinator, and 1 Community Outreach Coordinator, 1 SPED Director
CFO / Director of Finance	1.00	-	-	-	-	90,000	90,000	1 Director of Finance
Operation / Business Manager	1.00	14,678	4,892	-	-	78,280	97,850	1 Director of Operations
Administrative Staff	2.00	-	-	-	-	101,350	101,350	Includes 1 Office Manager and 1 Operations Associate
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>11</b>	<b>374,670</b>	<b>119,442</b>	<b>-</b>	<b>-</b>	<b>324,797</b>	<b>818,909</b>	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>								
Teachers - Regular	13.00	832,145	-	-	-	-	832,145	13 Classroom Teachers

**Amani Public Charter School**

**PROJECTED BUDGET FOR 2014-2015**

PROJECTED BUDGET FOR 2014-2015							Assumptions	
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable	
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.								
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Total Revenue	5,776,517	119,451	-	-	40,993	5,936,961		
Total Expenses	3,878,563	842,426	-	5,981	895,778	5,622,748		
Net Income	1,897,954	(722,975)	-	(5,981)	(854,785)	314,213		
Actual Student Enrollment	304	16				320		
Total Paid Student Enrollment	304	16				320		
	PROGRAM SERVICES			SUPPORT SERVICES				
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL		
Teachers - SPED	4.00	-	244,835	-	-	244,835	4 SPED Teachers	
Substitute Teachers	-	-	-	-	-	-	-	
Teaching Assistants	3.00	121,030	6,370	-	-	127,400	3 Classroom Assistants	
Specialty Teachers	6.00	297,920	15,680	-	-	313,600	4 Full Time and 2 Part- Time Specialty Teachers	
Aides	-	-	-	-	-	-	-	
Therapists & Counselors	1.00	61,750	3,250	-	-	65,000	1 Social Worker	
Other	-	-	-	-	-	-	-	
<b>TOTAL INSTRUCTIONAL</b>	<b>27</b>	<b>1,312,845</b>	<b>270,135</b>	<b>-</b>	<b>-</b>	<b>1,582,980</b>		
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>								
Nurse	1.00	27,398	1,442	-	-	28,840	1 School Nurse	
Librarian	-	-	-	-	-	-	-	
Custodian	2.00	52,250	2,750	-	-	55,000	2 Custodians	
Security	-	-	-	-	-	-	-	
Other	3.00	109,250	5,750	-	-	115,000	After-School Program Staff	
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>6</b>	<b>188,898</b>	<b>9,942</b>	<b>-</b>	<b>-</b>	<b>198,840</b>		
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>44</b>	<b>1,876,413</b>	<b>399,519</b>	<b>-</b>	<b>-</b>	<b>324,797</b>	<b>2,600,729</b>	
<b>PAYROLL TAXES AND BENEFITS</b>								
Payroll Taxes		140,363	33,746	-	-	24,847	198,956	FICA
Fringe / Employee Benefits		246,829	59,343	-	-	43,694	349,866	Assumes 25% increase in medical premiums, 15% in dental, School does not pay for Vision benefits, 3% increase in Worker's Comp, 3% increase in HRA/FSA fees
Retirement / Pension		-	-	-	-	-	-	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>387,192</b>	<b>93,089</b>	<b>-</b>	<b>-</b>	<b>68,541</b>	<b>548,822</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,263,605</b>	<b>492,608</b>	<b>-</b>	<b>-</b>	<b>393,338</b>	<b>3,149,551</b>	
<b>CONTRACTED SERVICES</b>								
Accounting / Audit		-	-	-	-	77,660	77,660	
Legal		36,334	8,736	-	-	6,432	51,502	
Management Company Fee		-	-	-	-	-	-	
Nurse Services		-	-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	-	
Payroll Services		-	-	-	-	7,698	7,698	
Special Ed Services		-	47,416	-	-	-	47,416	Sped and Speech Consultants
Titlement Services (i.e. Title I)		-	-	-	-	-	-	
Other Purchased / Professional / Consulting		269,755	65,092	-	981	62,421	398,249	Includes Technology Maintenance- "Network Outsource", Contracted Security, Educational Service Consultants, "Young At Arts" contract for 70k, E-Rate Consultants, Facilities Consultants, and General In-Kind Services
<b>TOTAL CONTRACTED SERVICES</b>		<b>306,089</b>	<b>121,244</b>	<b>-</b>	<b>981</b>	<b>154,211</b>	<b>582,525</b>	
<b>SCHOOL OPERATIONS</b>								
Board Expenses		-	-	-	-	10,300	10,300	
Classroom / Teaching Supplies & Materials		79,916	6,936	-	-	-	86,852	
Special Ed Supplies & Materials		-	-	-	-	-	-	
Textbooks / Workbooks		81,381	4,283	-	-	-	85,664	
Supplies & Materials other		-	-	-	-	-	-	
Equipment / Furniture		-	-	-	-	-	-	
Telephone		-	-	-	-	-	-	
Technology		10,311	1,630	-	-	1,025	12,966	
Student Testing & Assessment		13,158	693	-	-	-	13,851	
Field Trips		12,430	654	-	-	-	13,084	
Transportation (student)		18,563	977	-	-	-	19,540	

**Amani Public Charter School**

**PROJECTED BUDGET FOR 2014-2015**

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	5,776,517	119,451	-	-	40,993	5,936,961	
Total Expenses	3,878,563	842,426	-	5,981	895,778	5,622,748	
Net Income	1,897,954	(722,975)	-	(5,981)	(854,785)	314,213	
Actual Student Enrollment	304	16				320	
Total Paid Student Enrollment	304	16				320	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Student Services - other	3,155	166	-	-	-	3,321	Includes uniforms and student appreciation expenses
Office Expense	61,208	14,715	-	-	13,408	89,331	Includes office supplies, phone, internet, printing & copying, copier lease, storage due to terminate in Sept., technology supplies, and staff appreciation
Staff Development	33,250	1,750	-	-	5,150	40,150	
Staff Recruitment	2,936	155	-	-	-	3,091	
Student Recruitment / Marketing	4,360	1,048	-	-	772	6,180	
School Meals / Lunch	223,760	11,777	-	-	-	235,537	
Travel (Staff)	-	-	-	-	-	-	
Fundraising	-	-	-	5,000	-	5,000	
Other	10,880	2,616	-	-	3,275	16,771	Includes Bank Charges and Dues and Subscriptions for Quickbooks, NECSN, and Basketball registration
<b>TOTAL SCHOOL OPERATIONS</b>	<b>555,308</b>	<b>47,400</b>	<b>-</b>	<b>5,000</b>	<b>33,930</b>	<b>641,638</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	17,581	4,227	-	-	3,112	24,920	
Janitorial	21,165	5,089	-	-	3,746	30,000	
Building and Land Rent / Lease	616,045	148,111	-	-	109,053	873,209	
Repairs & Maintenance	21,165	5,089	-	-	3,746	30,000	
Equipment / Furniture	-	-	-	-	-	-	
Security	7,055	1,696	-	-	1,249	10,000	
Utilities	70,550	16,962	-	-	12,488	100,000	
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>753,561</b>	<b>181,174</b>	<b>-</b>	<b>-</b>	<b>133,394</b>	<b>1,068,129</b>	
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>180,905</b>	<b>180,905</b>	
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENSES</b>	<b>3,878,563</b>	<b>842,426</b>	<b>-</b>	<b>5,981</b>	<b>895,778</b>	<b>5,622,748</b>	
<b>NET INCOME</b>	<b>1,897,954</b>	<b>(722,975)</b>	<b>-</b>	<b>(5,981)</b>	<b>(854,785)</b>	<b>314,213</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
District of Location	284	16	300				
School District 2 (New Rochelle)	3		3				
School District 3 (NYC)	17		17				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>304</b>	<b>16</b>	<b>320</b>				
<b>REVENUE PER PUPIL</b>	<b>19,002</b>	<b>7,466</b>	<b>18,553</b>				
<b>EXPENSES PER PUPIL</b>	<b>12,758</b>	<b>52,652</b>	<b>17,571</b>				

# Audited Financial Statement Checklist

Created Wednesday, October 29, 2014

---

## Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

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

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	Yes
Single Audit	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.

# Appendix E: Disclosure of Financial Interest Form

Created Friday, July 25, 2014

Updated Thursday, July 31, 2014

---

## Page 1

660900861000 AMANI PUBLIC 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 2013-14 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-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

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 <https://fluidsurveys.com/account/surveys/540612/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 Wednesday, July 23, 2014

Updated Thursday, July 31, 2014

## Page 1

660900861000 AMANI PUBLIC 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	Sydney Burke	Chair/President	Yes	Legal	term Expiring on the date of the 2017 Annual meeting	Executive
2	Adell Dowdy	Vice Chair/Vice President	Yes	Education	term Expiring on the date of the 2016 Annual meeting	Educational Accountability
3	David Eichler	Treasurer	Yes	Financial	term Expiring on the date of the 2015 Annual meeting	Finance Committee
4	Stephanie McCaine	Member	Yes	Publicity/Communication	term Expiring on the date of the 2017 Annual meeting Reelected at 2011 and 2014 Annual meeting	Publicity and Communication
5	Laura Francis	Member	Yes		term Expiring on the date of the 2017 Annual meeting Elected at 2011 and 2014 annual meetings	Educational Accountability
6	Rich Thomas	Member	Yes	Policy	term Expiring on the date of the 2017 Annual meeting Reelected at 2011 and 2014 Annual meetings	Finance Facilities
7	Jim Killoran	Member	Yes	Policy, Fundraising, Facilities	term Expiring on the date of the 2017 Annual meeting Reelected in 2011 and 2014 Annual Meeting.	Facilities Fundraising
8	Robert Jones	Member	Yes	Finance	term Expiring on the date of the 2016 Annual meeting	Finance

### 2. Total Number of Members Joining Board during the 2013-14 school year

1

### 3. Total Number of Members Departing the Board during the 2013-14 school year

1

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

15

5. How many times did the Board meet during the 2013-14 school year?

12

6. How many times will the Board meet during the 2014-15 school year?

12

Thank you.

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

**January 13, 2014**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on January 13, 2014, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, E. Adell Dowdy, Laura Francis Clarke, Robert Jones, and James Killoran (for the portion indicated).

David Eichler, Stephanie McCaine, and Richard Thomas were absent from the meeting, having sent their regrets. Fiorella Tosti-Kelley also was absent from the meeting.

Also present at the meeting was Debra Stern (the School’s Executive Director). Mr. Burke presided as Chair of the meeting, and recorded the minutes as secretary of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

The Chair called the meeting to order.

1. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

2. School Snapshot. At this point, Mrs. Stern presented the School Snapshot. Topics included updates on staffing, operations, student recruitment, School culture, discipline, family involvement, staff evaluations, and the upcoming SED visit. The Board asked various questions of Mrs. Stern, which were answered, and engaged in an extended discussion of these topics.

3. Facilities. Mrs. Stern also provided an update to the Board on the status of the Edison Building project. Topics included updates on the discussions with the landlord, regulatory approvals, and fundraising.

4. Education and Accountability Committee. At this point, Mrs. Clarke presented a report from the Education and Accountability Committee, summarizing their most recent meeting. She discussed, in particular, efforts being made with the School’s special education students, and the School’s experience and challenges in working with the Mount Vernon City School District to support these students.

5. Engagement of Charter Renewal Consultant. Mrs. Stern next presented to the Board proposals from Pasek Consulting to provide consulting services related to the School’s charter renewal, related advice regarding regulatory matters, and Board training. She discussed

the School's need for support in these areas, and her interactions with Dan Pasek to date. Mr. Burke and Mrs. Dowdy also discussed with the Board their conversation with Mr. Pasek.

During this discussion, Mr. Killoran arrived, and Mr. Burke and Mrs. Stern summarized the prior discussion for his benefit. The Board engaged in an extended discussion of the School's needs and the appropriate process for determining who to engage. Following discussion, upon motion duly made and seconded, the Board unanimously (with Mrs. Clarke abstaining) authorized and delegated to a task force (consisting of Mr. Burke, Mrs. Dowdy, and Mrs. Stern) the consideration of the proposal expected to be received from the New York Charter School Incubator, as well as the proposals provided by Pasek Consulting, and the engagement one of such consultants. The task force will report back at the next Board meeting on the proposals received and which consultant it has engaged.

6. Approval of Prior Minutes. The minutes of the Board meeting held on December 9, 2013, were reviewed and unanimously approved.

7. Upcoming Events. Mrs. Stern noted the following upcoming events:

- January 16: PTA meeting
- January 22: Select Chior/High Flyer trip to see After Midnight on Broadway
- February 4: Charter School Advocacy Day

8. Items for Next Meeting.

- Internal status report from Denise/Stan regarding academic performance versus target for the end of the year
- Charter Renewal Consultant task force to report back on the proposals received and the consultant it has engaged
- Facilities / status of building for next year

9. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

---

Sidney Burke  
Secretary of the Meeting

APPROVED:

---

E. Adell Dowdy  
Vice Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

August 12, 2013

None.

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

**February 10, 2014**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on February 10, 2014, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, E. Adell Dowdy, Laura Francis Clarke (for the portion indicated), Robert Jones, James Killoran (for the portion indicated), and Richard Thomas (for the portion indicated).

David Eichler and Stephanie McCaine were absent from the meeting, having sent their regrets. Fiorella Tosti-Kelley also was absent from the meeting.

Also present at the meeting was Debra Stern (the School’s Executive Director). Mr. Burke presided as Chair of the meeting, and recorded the minutes as secretary of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

The Chair called the meeting to order.

10. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

11. School Snapshot. At this point, Mrs. Stern presented the School Snapshot. Topics included updates on staffing, student enrollment and recruitment, operations/finances, School culture, and family involvement. The Board asked various questions of Mrs. Stern (and, with respect to School finances, Mr. Jones), which were answered, and engaged in an extended discussion of these topics.

12. Approval of Prior Minutes. The minutes of the Board meeting held on January 13, 2014, were reviewed and unanimously approved.

13. Facilities. Mrs. Stern next provided an update to the Board on the status of the Edison Building project. Topics discussed included updates on zoning and other regulatory considerations, progress on the construction bidding process, and contingency planning.

At this point, Mrs. Clarke arrived and Messrs. Killoran and Thomas left.

14. Education and Accountability Committee. The Committee noted that they did not meet this month because of the inclement weather, but planned to meet before the next meeting.

15. Engagement of Charter Renewal Consultant. Mr. Burke next explained to the Board the actions taken and decisions made by the Renewal Consultant Task Force regarding the engagement of a Charter Renewal Consultant. He described the submissions provided by the potential consultants, the task force's consideration of those submissions, its discussions with Pasek Consulting regarding fees for this work, and its authorization of the School's staff to engage Pasek Consulting.

16. Upcoming Events. Mrs. Stern noted the following upcoming events:

- February 13: Winter Choral Concert

17. Items for Next Meeting.

- Internal status report from Denise/Stan regarding academic performance versus target for the end of the year
- Discuss changing School's academic goals in its charter to align with SED's performance framework (may be deferred until following meeting, depending on availability/timing of Board meeting with Pasek Consulting).
- Facilities / status of building for next year

18. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

---

Sidney Burke  
Secretary of the Meeting

APPROVED:

---

E. Adell Dowdy  
Vice Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

February 10, 2014

None.

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

**April 14, 2014**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on April 14, 2014, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, E. Adell Dowdy, Robert Jones, James Killoran, and Stephanie McCaine.

Laura Francis Clarke, David Eichler, and Richard Thomas were absent from the meeting, having sent their regrets. Fiorella Tosti-Kelley also was absent from the meeting.

Also present at the meeting were Debra Stern (the School’s Executive Director) and Daniel Pasek of Daniel Pasek Consulting LLC. Mr. Burke presided as Chair of the meeting, and recorded the minutes as secretary of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.

19. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

20. Charter Renewal. Mr. Pasek made a presentation to the Board regarding the charter renewal process, including a discussion of the requirements and timeline for renewal, other schools’ recent experiences with the renewal process, and the SED academic performance framework. The Board asked various questions of Mr. Pasek, which were answered. Following discussion, upon motion duly made and seconded, the Board unanimously approved the resolutions attached as Exhibit B.

21. School Snapshot. At this point, Mrs. Stern presented the School Snapshot. Topics included updates on staffing, student enrollment and recruitment, student engagement and School culture, discipline, and Saturday and AIS services. The Board asked various questions of Mrs. Stern, which were answered, and engaged in an extended discussion of these topics.

22. Upcoming Events. Mrs. Stern noted the following upcoming events:

- May 10: car wash fundraiser to fund 6th and 7th grade year-end trips
- June 13-14: High Flyer Trip

23. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

---

Sidney Burke  
Secretary of the Meeting

APPROVED:

---

E. Adell Dowdy  
Vice Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

April 14, 2014

**A. Performance Framework**

1. RESOLVED, that the officers of the School and the Executive Director, Director of Curriculum and Instruction, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the “**Authorized Representatives**”) are, and each of them hereby is, authorized and directed for and on behalf of the School, to take any and all actions necessary to replace the School’s existing accountability plan pursuant to the School’s charter with the metrics identified in New York State Education Department’s Charter School Performance Framework;

**B. Miscellaneous**

2. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions; and

3. RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

**May 12, 2014**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on May 12, 2014, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, E. Adell Dowdy, David Eichler, Laura Francis Clarke, Robert Jones, James Killoran, and Stephanie McCaine.

Richard Thomas were absent from the meeting, having sent their regrets. Fiorella Tosti-Kelley also was absent from the meeting.

Also present at the meeting were Debra Stern (the School’s Executive Director), Charnay Phaire (Director of Operations), Anne-Marie Ditta (Director of Development and Community Engagement), and Michael Bailey (Business Manager). Mr. Burke presided as Chair of the meeting, and recorded the minutes as secretary of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.

24. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

25. Approval of Prior Minutes. The minutes of the Board meeting held on April 14, 2014, were reviewed and, subject to adding that Richard Thomas had sent his regrets, unanimously approved.

26. School Snapshot. At this point, Mrs. Stern presented the School Snapshot. Topics included updates on staffing, operations/finance, staff morale and School culture, curriculum and instruction (including plans for summer school), facilities, fundraising, and upcoming events. Mrs. Stern also reviewed the Board dashboard information. The Board asked various questions of Mrs. Stern, which were answered, and engaged in an extended discussion of these topics.

27. FWC Lease. Mrs. Stern described the terms of a proposed extension of the School’s existing lease for its space in Friendship Worship Center. She noted that the extension would provide the School with continued space through the end of 2014, with an option to extend on a month-to-month basis beyond that. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

28. Edison Lease. Mr. Bailey provided a presentation regarding the proposed lease terms for the Edison Building and related financial analysis. The Board asked various questions of Mr. Bailey and Mrs. Stern, which were answered, and engaged in an extended discussion of the proposed lease, its expected financial impact, and related matters. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved (with Mrs. Dowdy abstaining).

29. Fundraising. Mrs. Stern and Mrs. Ditta next provided a presentation regarding School fundraising, including an annual fund fundraising goal, a capital campaign, and certain fundraising events. They noted that Mrs. Ditta would be scheduling a meeting with each Trustee to follow up.

30. STEM Summer Program. Mr. Jones noted that he was working on fundraising for scholarships for Amani scholars to attend a STEM summer program this summer. The Board took the matter under advisement without taking action.

31. Trustee Resignation. Mrs. Dowdy then noted that the Board had received a letter on April 22, 2014, from Fiorella Tosti-Kelley, resigning from the Board.

32. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

---

Sidney Burke  
Secretary of the Meeting

APPROVED:

---

E. Adell Dowdy  
Vice Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

May 12, 2014

**C. Friendship Worship Center Lease**

4. RESOLVED, that the officers of the School and the Executive Director, Director of Curriculum and Instruction, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the “**Authorized Representatives**”) are, and each of them hereby is, authorized and directed for and on behalf of the School, to take any and all actions necessary to negotiate and execute an extension of the School’s lease with Friendship Worship Center, on substantially the same terms as those presented to the Board, with such changes to such terms as any such Authorized Representative may determine are necessary or appropriate (with the execution of any written agreement by an Authorized Representative constituting definitive evidence of such determination);

**D. Edison Building Lease**

5. RESOLVED, that the Authorized Representatives are, and each of them hereby is, authorized and directed for and on behalf of the School, to take any and all actions necessary to negotiate and execute a lease for the Edison Building, on substantially the same terms as those presented to the Board, with such changes to such terms as any such Authorized Representative may determine are necessary or appropriate (with the execution of any written agreement by an Authorized Representative constituting definitive evidence of such determination);

**E. Miscellaneous**

6. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions; and

7. RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

**May 12, 2014**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on May 12, 2014, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, E. Adell Dowdy, David Eichler, Laura Francis Clarke, Robert Jones, James Killoran, and Stephanie McCaine.

Richard Thomas were absent from the meeting, having sent their regrets. Fiorella Tosti-Kelley also was absent from the meeting.

Also present at the meeting were Debra Stern (the School’s Executive Director), Charnay Phaire (Director of Operations), Anne-Marie Ditta (Director of Development and Community Engagement), and Michael Bailey (Business Manager). Mr. Burke presided as Chair of the meeting, and recorded the minutes as secretary of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.

33. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

34. Approval of Prior Minutes. The minutes of the Board meeting held on April 14, 2014, were reviewed and, subject to adding that Richard Thomas had sent his regrets, unanimously approved.

35. School Snapshot. At this point, Mrs. Stern presented the School Snapshot. Topics included updates on staffing, operations/finance, staff morale and School culture, curriculum and instruction (including plans for summer school), facilities, fundraising, and upcoming events. Mrs. Stern also reviewed the Board dashboard information. The Board asked various questions of Mrs. Stern, which were answered, and engaged in an extended discussion of these topics.

36. FWC Lease. Mrs. Stern described the terms of a proposed extension of the School’s existing lease for its space in Friendship Worship Center. She noted that the extension would provide the School with continued space through the end of 2014, with an option to extend on a month-to-month basis beyond that. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

37. Edison Lease. Mr. Bailey provided a presentation regarding the proposed lease terms for the Edison Building and related financial analysis. The Board asked various questions of Mr. Bailey and Mrs. Stern, which were answered, and engaged in an extended discussion of the proposed lease, its expected financial impact, and related matters. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved (with Mrs. Dowdy abstaining).

38. Fundraising. Mrs. Stern and Mrs. Ditta next provided a presentation regarding School fundraising, including an annual fund fundraising goal, a capital campaign, and certain fundraising events. They noted that Mrs. Ditta would be scheduling a meeting with each Trustee to follow up.

39. STEM Summer Program. Mr. Jones noted that he was working on fundraising for scholarships for Amani scholars to attend a STEM summer program this summer. The Board took the matter under advisement without taking action.

40. Trustee Resignation. Mrs. Dowdy then noted that the Board had received a letter on April 22, 2014, from Fiorella Tosti-Kelley, resigning from the Board.

41. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

---

Sidney Burke  
Secretary of the Meeting

APPROVED:

---

E. Adell Dowdy  
Vice Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

May 12, 2014

**F. Friendship Worship Center Lease**

8. RESOLVED, that the officers of the School and the Executive Director, Director of Curriculum and Instruction, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the “**Authorized Representatives**”) are, and each of them hereby is, authorized and directed for and on behalf of the School, to take any and all actions necessary to negotiate and execute an extension of the School’s lease with Friendship Worship Center, on substantially the same terms as those presented to the Board, with such changes to such terms as any such Authorized Representative may determine are necessary or appropriate (with the execution of any written agreement by an Authorized Representative constituting definitive evidence of such determination);

**G. Edison Building Lease**

9. RESOLVED, that the Authorized Representatives are, and each of them hereby is, authorized and directed for and on behalf of the School, to take any and all actions necessary to negotiate and execute a lease for the Edison Building, on substantially the same terms as those presented to the Board, with such changes to such terms as any such Authorized Representative may determine are necessary or appropriate (with the execution of any written agreement by an Authorized Representative constituting definitive evidence of such determination);

**H. Miscellaneous**

10. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions; and

11. RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.



# AMANI PUBLIC CHARTER SCHOOL

## MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF THE AMANI PUBLIC CHARTER SCHOOL JULY 8, 2013

A regular meeting of the Board of trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on July 8, 2013, beginning at approximately 6:54pm local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: **Sidney Burke; E. Adell Dowdy; Laura Francis-Clarke; Stephanie McCaine; Richard Thomas, Jim Killoran and David Eichler (@7:51 pm with prior communication that he would be late).**

Mrs. Debra Stern (the School’s Executive Director) was present at the meeting.

Board Trustee Laura Francis-Clarke volunteered to take notes for the meeting. Board Secretary has not been elected for the 2013-2014 term.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

The Chair called the meeting to order at 6:54 pm, once a quorum was reached.

1. **Litigation.** Mr. Burke provided an update regarding the Article 78 lawsuit. Timely payments from MVCSD are expected at the beginning of each month with the exception of the first month of the fiscal year which is July. Payment is due by July 30<sup>th</sup>, 2013. According to the settlement, if MVCSD does not comply with that settlement then Amani can go to court for civil contempt. The School’s lawyer, Mr. Stuart Klein, received the settlement from MVSCD (on 7/8/2013) and will send to the Judge to be signed.

### 2. **School Snapshot.**

Mrs. Stern presented the school snapshot. The 2013-2014 year will focus on the mission (read aloud by Jim Killoran) and vision of the school (Great Teaching, Exemplary Academic Program and Strong School Culture). There is an Upper School and Lower School model. Mr. Roney Eford will serve as the Campus Director for the Upper School. There are four 7<sup>th</sup> grade teachers (3 new hires). Key positions still need to be filled (7<sup>th</sup> Grade Science Teacher, 7<sup>th</sup> Grade ELA Teacher, 7<sup>th</sup> Grade Math Teacher, 7<sup>th</sup> Grade SPED Teacher, 6<sup>th</sup> Grade ELA Teacher, Lower School PE Teacher, 5<sup>th</sup> Grade SPED Teacher, Latin Teacher, Music Teacher, Art Teacher). An Open House will be held in July at the new location.

Mrs. Stern discussed the expected departure of the following staff members and the various reasons they are leaving: Bill Gladstone (Founding DCI), Vernon Riley (Founding DOO), Antowynne Fowler (Associate Teacher), Henry Freire (Founding Physical Education Teacher),

Patricia Jahaly (Founding ELA/Lead Teacher), Beth McGlinchey (Founding Music Teacher), Brenda Mizell (Founding SPED Coordinator), Richard Rolo (Dean).

Mrs. Stern announced new staff has been hired to fill the following positions: Stan Whalen (DCI. July 25, 2013 start date), Tobither Clarkson (Director of Special Education and Student Support Services, Gene Johnson (Dean of Scholars and Families), Harvey Zuckerman (7<sup>th</sup> Grade ELA), Tara McLoughlin (7<sup>th</sup> Grade Math), Brittney Collins (7<sup>th</sup> Grade Social Studies), Chanda Anderson (5<sup>th</sup> Grade Social Studies), Annette Sanches (5<sup>th</sup> Grade ELA), Tia Frazier (Associate Teacher)

Outside consultants through NYCSI are supporting the staff in developing certain curricula.

Operations: Mrs. Stern described the intercept process as stressful, and detailed the timeline for recent intercepts that has led to the School's cash crunch. The Line of Credit was used to cover last month's payroll. A suggestion was made to discuss increasing the Line of Credit with the bank, and Mrs. Stern indicated that those discussions were already underway but not likely to be completed before the School needed to draw more funds.

School Culture: A culture audit was completed by consultants interviewing staff. Four themes emerged. Among other issues, staff expressed concerns about the long work day/hours and the need for a dedicated space for teachers. Jim Killoran was asked to help with painting the room upstairs as part of the creation of a staff lounge to respond to these concerns.

Uniform: Mrs. Stern gave a description of the new color for bottoms (gray) and uniforms for the Upper (white buttoned shirt and tie) and Lower (same purple shirt) Schools. Lands End is still the preferred vendor. Parents were involved in the uniform committee.

Mrs. Stern mentioned the parent survey. Home visits are not being done this summer, but three Open Houses were held for incoming fifth grade families.

Facilities: The material terms of the St. Ursula's lease were presented by Mrs. Stern. As part of the lease, Amani cannot teach sex education at the location (but may do so at the School's other location). Roxanne Neilson is coordinating the work to be completed (painting, windows, asbestos, ADA bathroom, fire alarm panel, emergency panel lighting) Estimated renovations cost is \$128,000, although SSF funds will assist in paying for the work. The State will visit the site on or before August 27<sup>th</sup> (targeted move in date).

**Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.**

Conversations continue with 60 South Third.

News: Mrs. Stern gave an update of current grants (Lowe's Grant, 21<sup>st</sup> Century Grant) and a partnership with Wartburg.

Enrollment: Mrs. Stern gave an update on enrollment to date for 5<sup>th</sup> (76, no waitlist), 6<sup>th</sup> (35 on waitlist) and 7<sup>th</sup> grade (84 enrolled). Mrs. Stern noted a need to recruit 5<sup>th</sup> grade scholars and the

Board and Mrs. Stern discussed new recruitment approaches for next year. Board members asked about efforts to enroll ELL students, and provided suggestions regarding utilizing ongoing communication via emails to strengthen relationships with the School's families. Mrs. McCaine volunteered to help write emails.

### **3. Committee Reports.**

Mrs. Dowdy reported that the Education and Accountability Committee is working closely with Mrs. Stern during the summer with hiring staff, reviewing resumes and interviewing candidates.

Mr. Killoran reported the Fundraising Committee would like to plan a fundraiser dinner for the first week in November.

**4. Calendar.** Mr. Burke discussed the previously circulated list of meeting dates for the 2013-2014 year. The Board will meet on the second Monday of the month. Mrs. Francis-Clarke asked where public notice was posted for this Board meeting. Mrs. Stern noted that postings for this Board meeting had been made on the school website, Facebook and Twitter. **Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.**

### **5. Annual Meeting Business (continued from last meeting)**

E. Adell Dowdy briefed the Board on each prospective new Board Trustee - Robert D. Jones, Fiorella Tosti-Kelley, and Lynda Bagley. The Board discussed having an odd or even number of trustees as well as selecting trustees to build capacity. E. Adell Dowdy inquired about New York State Education Department approval of Board Trustees. **Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.**

**In addition, following discussion, upon motion duly made and seconded, Mrs. Bagley was not elected as a trustee at this time, with Mr. Eichler and Mses. Dowdy and Francis-Clarke voting in favor and the others opposed.**

Mr. Burke tabled Appointment of Committees/Task Forces and Election of Board Secretary for the August meeting.

**6. Adjournment.** There being no further business to come before the Board members present, the meeting was adjourned at approximately 8:28 pm.

Respectfully submitted,

---

Laura Francis-Clarke  
Secretary of the Meeting

APPROVED:

---

Sidney Burke  
Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

July 8, 2013

**A. Approval of St. Ursula’s Lease**

1. RESOLVED, that the form, terms and provisions of the School’s proposed lease with St. Ursula’s, in substantially the form presented to the Board, be and hereby is, authorized and approved, with such changes as the officers of the School and the Executive Director, Director of Curriculum and Instruction, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the “**Authorized Representatives**”), or any of them, may determine are necessary or appropriate;

**B. Approval of Board Meeting Schedule for 2013-14**

2. RESOLVED, that regular meetings of the Board for the 2013-14 School year be scheduled for the following dates at 6:30 pm local time:

July 8  
August 12  
September 9  
October 14  
November 12  
December 9  
January 13  
February 10  
March 10  
April 14  
May 12  
June 9

**C. Election of Trustees**

3. RESOLVED, that each of the following person be appointed as a trustee of the School for the term set forth above such person’s name, to serve until her successor has been duly chosen and qualified, or until such trustee’s earlier incapacity, death, resignation or removal:

Term expiring on the date of the 2016 Annual Meeting:

Robert D. Jones  
Fiorella Tosti-Kelley

**D. Miscellaneous**

4. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions; and

5. RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

**August 12, 2013**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on August 12, 2013, beginning at approximately 7:00 pm. local time pursuant to notice duly given.

The following Trustees were present in person at the meeting: Sidney Burke, David Eichler (for the portion indicated), Robert Jones, James Killoran, Richard Thomas, and Fiorella Tosti-Kelley.

E. Adell Dowdy, Laura Francis Clarke, and Stephanie McCaine were absent from the meeting, having sent their regrets.

Also present at the meeting were Debra Stern (the School’s Executive Director), Stan Whalen (the School’s Director of Curriculum and Instruction), and Charnay Phaire (the School’s Director of Operations). Mr. Burke presided as Chair of the meeting, and recorded the minutes as secretary of the meeting.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

Before the formal meeting began, members of the Board met with the School’s staff from 6pm to 7pm in an informal reception to introduce themselves and welcome the staff.

After noting that a quorum was present, the Chair called the meeting to order.

42. Communications Presentation Regarding ELL Recruitment. Tricia Newell, a Columbia University graduate school of communications graduate, presented to the Board regarding her research, conclusions, and recommendations regarding the School’s recruitment of ELL students. The Board asked various questions of Ms. Newell, which were answered.

43. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

44. Approval of Prior Minutes. The minutes of the Board meetings held on June 17, 2013, and July 8, 2013, were reviewed and unanimously approved.

45. School Snapshot. At this point, Mrs. Stern, with assistance from Messrs. Whalen and Phaire (each of whom introduced himself, his background, and his plans for the upcoming year), presented the School Snapshot. Topics included updates on staffing, professional development, operations, student recruitment, facilities, and initial reactions to the 2013 state test scores. Mr. Eichler arrived during the School Snapshot. The Board asked various questions of

Mrs. Stern and Messrs. Whalen and Phaire, which were answered, and engaged in an extended discussion of these topics.

46. Fundraising Task Force. At this point, Mr. Killoran presented a report from the Fundraising Task Force, describing the outline of a fundraising plan for the upcoming school year. At this point, Mrs. Tosti-Kelley left the meeting.

47. Board Development/Training. Mr. Burke noted that NYCSI/Growth for Good were offering training on building a fundraising plan (materials previously were circulated to the Board), and that NYCSI might be able to help with a Board self-evaluation. Since certain CSP grant funds are available for Board development/training activities like this but must be spent before the end of the month, Mr. Burke offered to reach out to NYCSI to follow-up on this and try to put something in place before the end of the month. The Board indicated agreement although no formal vote was taken. Mr. Burke also invited other Board members to assist if they were interested.

48. Election of Secretary / Approval of Committees/Task Forces. The Board discussed these matters (including Mr. Jones' interest in joining the Finance Committee and Mrs. Francis-Clarke's interest in various positions), and determined to defer action on these matters until the next Board meeting.

49. Upcoming Events. Mrs. Stern noted the following upcoming events:

- August 21: meet your teacher night
- August 26: first day of classes for 5th and 6th graders
- August 27: first day of classes for 7th graders

50. Items for Next Meeting.

- Test score recap / plan forward
- Facilities / status of building for next year
- Election of Secretary / approval of Committees/Task Forces

51. Follow-Up Items for Before Next Meeting.

- Mr. Burke said he would reach out to NECSN regarding ability to get student info from prior schools.
- Mr. Burke said he would provide Mrs. Stern with the name of a reading program that was discussed during the School Snapshot.
- Mr. Burke said he would reach out to Dirk Tillotson regarding NYCSI support for a Board self-evaluation and other Board development.
- Mr. Killoran suggested organizing a conference call among interested parties regarding fundraising.

52. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

---

Sidney Burke  
Secretary of the Meeting

APPROVED:

---

Richard Thomas  
Board Member

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

August 12, 2013

None.

APCS Board Meeting  
Francis

9/9/13 6:30 pm

Unofficial Notes taken by Laura

Trustees in Attendance

Adell Dowdy  
Linda Fiorella Kelley  
Robert Johnson  
Jim Killoran (left early)  
Laura Francis

Staff in Attendance

Stan Whalen  
Denise Earl  
Debra Stern

Presentation – Edison Building

Classrooms are the same size as classroom size now  
Overview of school layout and use: office, classroom, etc  
Overview of action plan (September 2013 – July 2014)

School snapshot

(Debra) Operations: enrollment target 255 (253 currently)  
(Stan & Denise) Discussed Professional Development Trainings with MAP and Study Island and  
Teacher Evaluation

No voting took place.  
Meeting ended at 8:28pm.

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
AMANI PUBLIC CHARTER SCHOOL

**October 14, 2013**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on October 14, 2013, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

All of the Trustees were present in person at the meeting: Sidney Burke, Laura Francis Clarke, E. Adell Dowdy, David Eichler (for the portion indicated), Robert Jones, James Killoran, Stephanie McCaine (for the portion indicated), Richard Thomas, and Fiorella Tosti-Kelley.

Also present at the meeting was Debra Stern (the School’s Executive Director) and Dirk Tillotson from the NY Charter Schools Incubator. Mr. Burke presided as Chair of the meeting, and Mr. Thomas recorded the minutes as Secretary.

Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.

53. Public Comment. The Chair opened the floor for public comment. No one from the public chose to speak.

54. Approval of Prior Minutes. The minutes of the Board meeting held on August 12, 2013, were reviewed and unanimously approved.

55. School Snapshot. At this point, Mrs. Stern presented the School Snapshot. Topics included updates on instructional and operational matters at the School. The Board asked various questions of Mrs. Stern, which were answered, and engaged in an extended discussion of these topics. Mrs. McCaine arrived after the School Snapshot.

56. Edison Building Project. At this point, Mrs. Stern reported on the status and next steps regarding the Edison Building Project. Members of the Board asked various questions of Mrs. Stern, which were answered, and discussed the project and related costs. Following discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

57. Election of Secretary / Approval of Committees/Task Forces. The Board discussed these matters, which had been deferred from a previous meeting. Following discussion, upon motion duly made and seconded, Rich Thomas was elected Secretary. Following further discussion, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved.

58. Education and Accountability Committee Report. At this point, Mrs. Dowdy presented a report from the Education and Accountability Committee regarding staff training sessions on various technology that is being used at the School.

59. Fundraising Committee Report. At this point, Mr. Killoran presented a report from the Fundraising Committee regarding fundraising initiatives, including an appeal letter.

60. Board Policy for Grant-Funded Expenditures. Mr. Burke then discussed with the Board the current process for approving expenditures, and the special considerations when grant-funded expenditures were involved. Members of the Board asked various questions of Mr. Burke and Mr. Tillotson, which were answered. Following discussion of several alternatives, upon motion duly made and seconded, the resolutions attached as Exhibit B hereto were unanimously approved. At this point, Mr. Eichler arrived.

61. Executive Director Goals for 2013-14. Mr. Burke then discussed with the Board various proposed goals for the Executive Director for the 2013-14 School year, and the process by which these goals were developed. Members of the Board asked various questions of Mr. Burke and Mrs. Dowdy, which were answered, and discussed the goals in detail. The Board recommended certain revisions to the goals, and asked the Education and Accountability Committee to discuss certain goals with appropriate School staff and report back to the Board at the next meeting.

62. Results of Board Self-Evaluation. Mr. Tillotson then provided a lengthy presentation to the Board regarding the results of the recent Board self-evaluation. He noted, among other things, that the Board's views were substantially more aligned than they had been in previous self-evaluations. The Board engaged in significant discussion with Mr. Tillotson regarding the results of the self-evaluation and his conclusions and recommendations.

63. Items for Next Meeting.

- Education and Accountability Committee to report back to the Board regarding Executive Director goals
- Presentation to the Board regarding the Common Core (at a future meeting)

64. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

---

Richard Thomas  
Secretary

APPROVED:

---

Sidney Burke  
Chair

## **EXHIBIT A**

[Board materials attached]

**EXHIBIT B**

Resolutions of the  
Board of Trustees (the “**Board**”)  
of the  
Amani Public Charter School (the “**School**”)

October 14, 2013

**E. Engagement of KG&D and RM Neilson; Edison Building lease negotiations**

6. RESOLVED, that the officers of the School and the Executive Director, Director of Curriculum and Instruction, and Director of Operations (in each case, whether acting, interim, or permanent) (collectively, the “**Authorized Representatives**”) are, and each of them hereby is, authorized and directed for and on behalf of the School, to take any and all actions necessary to engage KG&D Architects and RM Neilson & Associates in connection with the School’s Edison Building Project, on substantially the same terms as those presented to the Board (up to \$344,000 in the aggregate), with such changes to such terms as any such Authorized Representative may determine are necessary or appropriate (with the execution of any written agreement by an Authorized Representative constituting definitive evidence of such determination);

7. RESOLVED, that the Authorized Representatives are, and each of them hereby is, authorized and directed for and on behalf of the School, to negotiate the terms of a lease with the landlord for the Edison Building;

**F. Appointment of Committees**

8. RESOLVED, that the following individuals shall be appointed to serve on the Executive Committee, each to serve until his or her successor has been duly chosen and qualified, or until such individual’s earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Sidney Burke	Chair
E. Adell Dowdy	Committee Member
David Eichler	Committee Member
Stephanie J. McCaine	Committee Member
Richard Thomas	Committee Member

9. RESOLVED, that the following individuals shall be appointed to serve on the Finance Committee, each to serve until his or her successor has been duly chosen and qualified, or until such individual’s earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
David Eichler	Chair
Robert Jones	Committee Member
Richard Thomas	Committee Member

10. RESOLVED, that the following individuals shall be appointed to serve on the Education and Accountability Committee, each to serve until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
E. Adell Dowdy	Chair
Laura Francis Clarke	Committee Member
[vacant]	Committee Member

**G. Formation of Task Forces**

11. RESOLVED, that the following individuals shall be appointed to serve on the Facilities Task Force, each to serve until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal:

Debra Stern (Executive Director / non-Board member)  
Roxanne Neilson (non-Board member)  
Maria Aneiro (non-Board member)  
Charlie Stern (non-Board member)

12. RESOLVED, that the following individuals shall be appointed to serve on the Fundraising Task Force, each to serve until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal:

Jim Killoran (chair)  
Richard Thomas  
Fiorella Tosti-Kelley  
Debra Stern (Executive Director / non-Board member)  
Ann-Marie Ditta (non-Board member)

13. RESOLVED, that the following individuals shall be appointed to serve on the Communications Task Force, each to serve until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal:

Stephanie J. McCaine (chair)  
Fiorella Tosti-Kelley  
Debra Stern (Executive Director / non-Board member)

**H. Board approval policy for grant-funded expenditures**

14. RESOLVED, that the following process shall be used for grant-funded expenditures:

- Grant proposals will be provided to the Fundraising Task Force.
- The Fundraising Task Force will periodically report out to the Board regarding any material grant proposals.

15. RESOLVED, that any expenditures made in accordance with a grant (using funds provided by such grant) be, and the same hereby are, authorized and approved;

**I. Miscellaneous**

16. RESOLVED, that the Authorized Representatives be, and each of them hereby is, authorized, empowered and directed to execute and deliver any and all other agreements, instruments, certificates and other documents, to pay such fees and taxes, to give such notices, to make such filings, to obtain such governmental and third-party consents, and to take such actions in the name and on behalf of the School as such Authorized Representatives may deem necessary or advisable to effectuate the purposes and intentions of the foregoing resolutions;

17. RESOLVED, that the authority and power given under the foregoing resolutions shall be deemed retroactive and any and all acts authorized thereunder performed prior to the passage of the foregoing resolutions be, and they hereby are, ratified and approved.

Draft

EAST\67562671.2

MINUTES OF A MEETING OF  
THE BOARD OF TRUSTEES OF THE  
**AMANI PUBLIC CHARTER SCHOOL**  
**December 09, 2013**

A regular meeting of the Board of Trustees (the “**Board**”) of the Amani Public Charter School (the “**School**”), was held at the School’s facility at 261 East Lincoln Avenue, Mount Vernon, NY on December 9, 2013, beginning at approximately 6:30 pm. local time pursuant to notice duly given.

Trustees present in person at the meeting: Sidney Burke, E. Adell Dowdy, David Eichler, Robert Jones, James Killoran, and Richard Thomas. Laura Francis Clarke participated by telephone. Stephanie McCaine sent her regrets and Fiorella Tosti-Kelley was absent.

Also present at the meeting was Debra Stern (the School’s Executive Director).

Mr. Burke presided as Chair of the meeting, and Mr. Thomas recorded the minutes as Secretary. Attached as Exhibit A are the materials provided to the Board at or prior to the meeting.

After noting that a quorum was present, the Chair called the meeting to order.

1. Public Comment. The Chair opened the floor for public comment.

Lakeisha George, parent of a 5<sup>th</sup> grade child, provided public comment. She raised concern about her child leaving Amani’s afterschool program before dismissal time of 6pm. She expressed dissatisfaction with the school’s administration’s response and asked for Amani to consider improving attendance measures for the afterschool program.

Debra Stern, Amani executive director, explained that she immediately launched an investigation into the matter and tightened up attendance and dismissal procedures following the incident.

Beginning in January, the afterschool program will be moved from the upstairs ballroom to a smaller downstairs room. In addition, the attendance/dismissal sheet has been modified to reflect a child’s dismissal procedure.

Trustee Dowdy commented that she understood Ms. George’s concerns and encouraged the Amani administration to continue to strengthen dismissal procedures. Trustees Jones and Thomas echoed Ms. Dowdy’s remarks.

2. Approval of Prior Minutes. The minutes of the Board meeting held on October 4, 2013, were reviewed and unanimously approved.

3. Discussion on Executive Director Goals: Trustee Dowdy explained the process and results of the Education and Accountability Committee’s consideration of Executive Director Goals in relation to student performance. She emphasized that the administration

2

should add objectives to provide a clearer path to achieving the goals. Following discussion, upon motion duly made and seconded, the previously-circulated Executive Director goals for the 2013-2014 school year (including the draft educational goals proposed by the Education and Accountability Committee) were unanimously approved.

4. Executive Session: A motion was made by Trustee Eichler to discuss a personnel matter. The motion was carried unanimously and the board moved to Executive Session. A motion to exit Executive Session was made by Trustee Thomas and the motion was carried unanimously.

5. School Snapshot. At this point, Mrs. Stern presented the School Snapshot. Topics included updates on instructional, financial, and operational matters at the School. With respect to instruction, a new math and music teacher were hired. A school dean will teach part-time next

semester. With respect to financial matters, the board received a monthly financial report, which is included in Exhibit A. A fundraising report was also provided and contained in Exhibit A. The Board asked a few questions of Mrs. Stern, which were answered, and engaged in an extended discussion of these topics.

6. Edison Building Project. At this point, Mrs. Stern reported on the status and next steps regarding the Edison Building Project. Members of the Board asked various questions of Mrs. Stern, which were answered, and briefly discussed the project.

7. Items for Next Meeting.

- The Education and Accountability Committee is expected to report out to the Board regarding the results of their meeting.

8. Adjournment. There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

Richard Thomas

Secretary

APPROVED:

Sidney Burke

Chair

Exhibit A

**EXHIBIT A**

[Board materials attached]

## Recruitment Efforts for 2014-2015

### **Recruitment efforts for students with disabilities, ELL, Free & Reduced priced lunch**

In regards to our recruitment efforts, we visited the local schools in our area (two schools per day) on a rotating basis from March 1<sup>st</sup>, 2014 to April 1<sup>st</sup>, 2014 which included:

- Columbus
- Lincoln
- Williams
- Graham
- Longfellow
- Grimes
- Parker
- Hamilton
- Pennington
- Holmes
- Traphagen

Our recruiting efforts reached out to a variety of populations (students with disabilities, ELL, and FRPL). These included recruiting in low income neighborhoods by hosting workshops in the Doles Center (across the street from low income housing), Grace Baptist Church, Macedonia Baptist Church, advertising in neighborhood barbershops, beauty salons, Stop & Shop, People's United Bank, Padamina's (Brazilian restaurant), Our Lady of Mount Carmel Church, Mount Vernon inquirer, El Diario (ELL students), Pennysaver, Facebook campaign and a city wide mailing program.

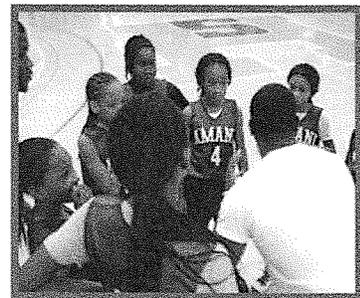
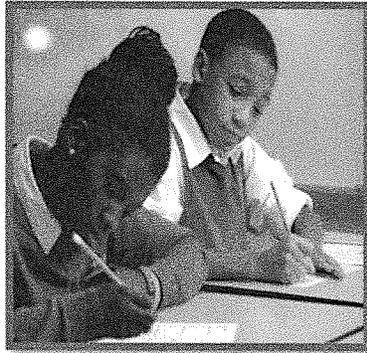
### **Plan for enrollment/Retention targets**

We have exceed the number of available 5<sup>th</sup> grade spots by 45 applications. As a result, we had a lottery. In addition we are on target to have 88 students in 5<sup>th</sup> & 6<sup>th</sup> grade.

# Amani Public Charter School

*A tuition-free, public charter school in Mount Vernon, New York*

The **Amani Public Charter School** is now accepting applications for students entering the fifth and sixth grades for the **2014-2015** school year!



## **OUR MISSION:**

*The mission of the Amani Public Charter School is to provide Mount Vernon, New York students in the fifth through eighth grade with the academic and critical thinking skills necessary to succeed in competitive high school programs, college and the career of their choice.*

## **HOW TO APPLY:**

An application for admission can be found inside this booklet. One application must be completed for each child applying to the school. If a student has a sibling who is also applying in the same year, a separate application must be submitted for each sibling. Please detach the application and keep this page for your records.

*Applications can be mailed to:*  
Amani Public Charter School  
P.O. Box 3022  
Mount Vernon, New York 10553

*Applications can be submitted at the school's main office, Monday-Friday between 7:30A.M. and 5:00P.M., at:*  
261 East Lincoln Avenue  
(between Claremont and Summit Avenues, at the Friendship Family Life Center)  
Mount Vernon, New York 10552

*Applications can be completed online at:*  
<http://www.amanicharter.org/apply>

**APPLICATIONS MUST BE RECEIVED BY 5:00P.M. ON TUESDAY, APRIL 1, 2014**

If there are more applicants than available seats, an admissions lottery will be held on  
**Monday, April 7, 2014 at 6:30P.M.**  
at the Amani Public Charter School

# WHO WE ARE AND WHAT WE DO

## Mission and Vision

The mission of the Amani Public Charter School is to provide Mount Vernon, New York students in the fifth through eighth grade with the academic and critical thinking skills necessary to succeed in competitive high school programs, college and the career of their choice. Amani graduates are academically accomplished, intellectually curious and civically engaged young people who tackle challenges diligently and creatively.

## History

The endeavor to create a charter school to address the needs of Mount Vernon's students with unrealized potential began in 2009. The overwhelming reason was a perception that the Mount Vernon public middle school program lacked academic rigor. A dedicated group of individuals began to meet for the purpose of designing a charter school that would offer an education option to Mount Vernon families. As a result, the mission and vision of the Amani Public Charter School took root. The school opened in August of 2011 with a class of 80 fifth graders, and will add one grade level each year, growing to serve 320 students in the fifth through eighth grades.

## Key Design Elements

There are three things that we execute ridiculously well: great teaching, an exemplary academic program and strong school culture. Our program adopts elements of the *No Excuses* model that has proven successful in many charter schools. Every decision in the school at every level is made through a process of goal setting, data analysis and program modification, which we refer to as the continuous cycle of improvement.

## LEARN MORE ABOUT AMANI!

<b>Morning Open Houses</b> <i>All morning open houses are held at the school and begin at 7:45 a.m. and run until approximately 9:00 a.m.</i> <b>Please call or e-mail us to R.S.V.P.</b> Wednesday, January 22, 2014 Thursday, February 13, 2014 Wednesday, March 12, 2014 Thursday, April 10, 2014	<b>Evening Open Houses</b> <i>All evening open houses are held at the school and begin at 6:15 pm and run until approximately 7:30 p.m.</i> <b>Please call or e-mail us to R.S.V.P.</b> Thursday, January 30, 2014 Wednesday, February 26, 2014 Thursday, March 27, 2014 Wednesday, April 23, 2014				
<b>Community Information Sessions</b> <i>All community information sessions include a brief presentation on the school and a question and answer session.</i> <table><tr><td data-bbox="256 1436 542 1566">Saturday, March 1, 2014 Doles Center 28 South 2<sup>nd</sup> Avenue 9:30 A.M.</td><td data-bbox="646 1436 954 1675">Thursday, March 27, 2014 Our Lady of Mt. Carmel Church 10 South 10<sup>th</sup> Avenue 1:30 P.M. (Spanish Language Presentation)</td><td data-bbox="1029 1436 1396 1608">Please see website for dates of additional Community Information Sessions including Spanish Language Presentation at Mt. Carmel Church</td></tr></table>			Saturday, March 1, 2014 Doles Center 28 South 2 <sup>nd</sup> Avenue 9:30 A.M.	Thursday, March 27, 2014 Our Lady of Mt. Carmel Church 10 South 10 <sup>th</sup> Avenue 1:30 P.M. (Spanish Language Presentation)	Please see website for dates of additional Community Information Sessions including Spanish Language Presentation at Mt. Carmel Church
Saturday, March 1, 2014 Doles Center 28 South 2 <sup>nd</sup> Avenue 9:30 A.M.	Thursday, March 27, 2014 Our Lady of Mt. Carmel Church 10 South 10 <sup>th</sup> Avenue 1:30 P.M. (Spanish Language Presentation)	Please see website for dates of additional Community Information Sessions including Spanish Language Presentation at Mt. Carmel Church			

## FOLLOW US!



facebook.com/amanicharter



youtube.com/amanicharter



@amanicharter

Tel (914) 668-6450 Fax: (914) 699-0839 Web: [amanicharter.org](http://amanicharter.org) E-mail: [info@amanicharter.org](mailto:info@amanicharter.org)



# Amani Public Charter School

Our mission is to provide Mount Vernon, New York students in the 5th through 8th grade with the academic skills necessary to succeed in competitive high school programs, college and the career of their choice.



**Amani is committed to helping young people excel in school and in life. HOW? Using best practices in urban education.**

**ACADEMIC RIGOR**

**GREAT TEACHING**

**STRONG SCHOOL CULTURE**

*The Amani Public Charter School shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry. The Amani Public Charter School will not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to the school.*

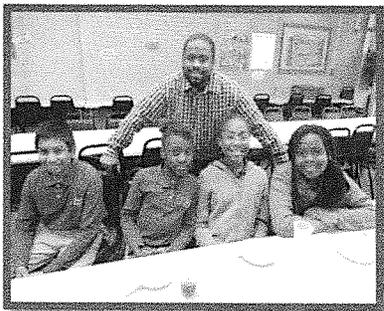


P.O. Box 3022  
Mount Vernon, New York 10553

# Amani Public Charter School

*Una escuela gratuita, particular subvencionada en Mount Vernon, Nueva York*

¡La Amani Public Charter School está aceptando ahora solicitudes de ingreso de estudiantes que ingresen a quinto y sexto grado para el año escolar 2013-2014!



## NUESTRA MISIÓN:

*La misión de la Amani Public Charter School es proporcionar a los estudiantes de Mount Vernon, Nueva York, de quinto a octavo grado, las habilidades de pensamiento académico y crítico necesarias para tener éxito en programas competitivos de secundaria, en la universidad y en la carrera que escojan.*

## CÓMO INSCRIBIRSE:

Encontrará una solicitud de inscripción dentro de este folleto. Se debe completar una solicitud por cada niño(a) que se desee inscribir. Si el estudiante tiene un hermano(a) que también se está inscribiendo, se debe enviar una solicitud separada por cada hermano(a). Separe la solicitud y guarde esta página para sus registros.

*Las solicitudes se pueden enviar en un sobre cerrado a:*

Amani Public Charter School  
P.O. Box 3022  
Mount Vernon, New York 1053

*Las solicitudes se pueden entregar en la oficina principal de la escuela, de lunes a viernes entre las 7:30 a.m. y las 5:00 p.m., en:*

261 East Lincoln Avenue  
(entre las Avenidas Claremont y Summit, en el Centro Friendship Family Life)  
Mount Vernon, Nueva York 10552

*Las solicitudes se pueden completar en línea en:*

<http://www.amanicharter.org/apply>

**LAS SOLICITUDES DEBEN SER RECIBIDAS ANTES DE LAS 5:00 p.m.,  
EL MARTES 1 DE ABRIL DEL 2014**

Si hay más solicitantes que cupos disponibles, se llevará a cabo un sorteo de admisión el **lunes 7 de abril del 2014 a las 6:30 p.m.** en la Amani Public Charter School

# QUIÉNES SOMOS Y QUÉ HACEMOS

## Misión y Visión

La misión de la Amani Public Charter School es proporcionar a los estudiantes de Mount Vernon, Nueva York, de quinto a octavo grado, las habilidades de pensamiento académico crítico necesarias para tener éxito en programas competitivos de secundaria, en la universidad y en la carrera que escojan. Los graduados de Amani son jóvenes académicamente exitosos, intelectualmente curiosos y comprometidos cívicamente, que enfrentan desafíos con dedicación y creatividad.

## Historia

El esfuerzo de crear una escuela pública subvencionada para atender las necesidades de los estudiantes de Mount Vernon, cuyos talentos aún no habían sido descubiertos, se inició en el año 2009. La razón fundamental fue la impresión de que el programa de escuelas medias de Mount Vernon carecía de exigencia académica. Un grupo de personas con dedicación comenzó a reunirse con el fin de diseñar una escuela subvencionada que ofreciera una alternativa educativa a las familias de Mount Vernon. Como resultado de esto, se consolidó la misión y visión de la Amani Public Charter School. La escuela abrió en agosto de 2011 con una clase de 80 alumnos de quinto grado y agregará un nivel de grado cada año, creciendo para albergar a 320 alumnos de quinto a octavo grado.

## Elementos Principales de Diseño

Hay tres cosas que realizamos increíblemente bien: una enseñanza excelente, un programa académico ejemplar y una cultura escolar sólida. Nuestro programa adopta elementos del modelo *No hay excusas* que ha demostrado ser un éxito en muchas escuelas subvencionadas. Cada decisión en la escuela, a todo nivel, se toma a través de un proceso de fijación de objetivos, análisis de datos y programa de modificación, al cual nos referimos como ciclo continuo de mejoramiento.

## MÁS INFORMACIÓN SOBRE EL AMANI!

Jueves, 27 de marzo 2014  
Nuestra Señora del Monte. Iglesia Carmel  
10 South 10th Avenue  
una y media P.M  
(Presentación Idioma Español)

## ¡PÓNGASE EN CONTACTO CON NOSOTROS!

**Tel:** (914) 668-6450

**Fax:** (914) 699-0839

**Web:** [amanicharter.org](http://amanicharter.org)

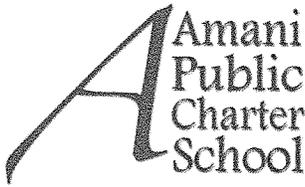
**Correo electrónico:** [info@amanicharter.org](mailto:info@amanicharter.org)

## ¡SÍGANOS!

 [facebook.com/amanicharter](https://facebook.com/amanicharter)

 [@amanicharter](https://twitter.com/amanicharter)

 [youtube.com/amanicharter](https://youtube.com/amanicharter)



# SOLICITUD DE INGRESO PARA ESTUDIANTES AÑO 2014

La solicitud de ingreso completa debe ser entregada en mano o por correo el o antes **Martes 1** del de abril del 2014.

Para uso de la escuela solamente

Fecha de recepción: \_\_\_\_\_

\_\_\_\_ MVCS D \_\_\_\_ Otros

Número de sorteo: \_\_\_\_\_

Número de lista de espera: \_\_\_\_\_

Revisor: \_\_\_\_\_

**Esta solicitud es SÓLO para estudiantes que ingresarán en 5° o en 6° grado en septiembre del 2014.**

## DATOS DEL ESTUDIANTE

Nombre del estudiante: \_\_\_\_\_  
Nombre Segundo nombre Apellido

Fecha de nacimiento (MM/DD/AAAA): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Sexo (haga un círculo en uno solo): M F

Dirección particular: \_\_\_\_\_  
Calle Dpto. N°

Ciudad Estado Código postal

Escuela actual: \_\_\_\_\_ Columbus \_\_\_\_\_ Graham \_\_\_\_\_ Grimes \_\_\_\_\_ Hamilton \_\_\_\_\_ Holmes  
\_\_\_\_\_ Lincoln \_\_\_\_\_ Longfellow \_\_\_\_\_ Parker \_\_\_\_\_ Pennington \_\_\_\_\_ Traphagen  
\_\_\_\_\_ Williams \_\_\_\_\_ Otra (especificar): \_\_\_\_\_

Grado para el que solicita ingreso (marque uno): 5 6

¿El estudiante solicitante tiene un(a) hermano(a) que esté actualmente registrado/a en la Amani Public Charter School? Si la respuesta es afirmativa, indique al menos el nombre, grado actual y la fecha de nacimiento de un(a) hermano(a):

Haga un círculo en uno: **Sí** **No** Si escoge sí: Nombre del hermano(a): \_\_\_\_\_  
Grado actual: \_\_\_\_ Fecha de Nacimiento: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

¿El estudiante solicitante tiene un(a) hermano(a) que también está presentando una solicitud de ingreso a la Amani Public Charter School este año? Si la respuesta es afirmativa, indique el nombre, grado actual y la fecha de nacimiento:

Haga un círculo en uno: **Sí** **No** Si escoge sí: Nombre del hermano(a): \_\_\_\_\_  
Grado actual: \_\_\_\_ Fecha de Nacimiento: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## DATOS DE LOS PADRES O DEL TUTOR

Nombre de los padres o del tutor: \_\_\_\_\_  
Nombre Segundo nombre Apellido

Parentesco con el estudiante: \_\_\_\_\_

Dirección particular actual: \_\_\_\_\_  
Calle Ciudad Estado Código postal

Teléfono particular: \_\_\_\_\_ Teléfono celular: \_\_\_\_\_

Teléfono del trabajo: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

## INFORMACIÓN ADICIONAL

¿Cómo se enteró de la Amani Public Charter School? (tildé una)

\_\_\_\_ Publicidad \_\_\_\_ Correo directo \_\_\_\_ Profesor en escuela actual \_\_\_\_ Alumno actual / padre \_\_\_\_ Otro: \_\_\_\_\_

¿Usted asistió a una sesión de puertas abiertas o sesión informativa? (haga un círculo a uno) **Sí** **No**

## FIRMA

Yo declaro que la información arriba consignada es, a mi leal saber y entender, verdadera.

Firma: \_\_\_\_\_ Fecha (MM/DD/AAAA): \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# Amani Public Charter School

Our mission is to provide Mount Vernon, New York students in the 5th through 8th grade with the academic skills necessary to succeed in competitive high school programs, college and the career of their choice.



**Amani is committed to helping young people excel in school and in life. HOW?  
Using best practices in urban education.**

**ACADEMIC  
RIGOR**

**GREAT  
TEACHING**

**STRONG  
SCHOOL  
CULTURE**

*La Amani Public Charter School no discriminará a ningún estudiante ni limitará su admisión basándose en ningún tipo de motivo ilegal, incluyendo motivos étnicos, su nacionalidad, sexo, discapacidad, capacidad intelectual, evaluaciones de rendimiento o aptitudes, capacidad atlética, raza, creencias, religión o ascendencia. La Amani Public Charter School no exigirá ningún tipo de acción por parte de un estudiante o de una familia (como por ejemplo la realización de una prueba de admisión, entrevista, un ensayo, asistencia a una sesión informativa, etc.) a fin de que un solicitante reciba o remita una solicitud de ingreso a la escuela.*

Amani  
Public  
Charter  
School

P.O. Box 3022

Mount Vernon, New York 10553

Greetings,

We are pleased to announce that the application for admission to the Amani Public Charter School for the 2014-2015 school year is now available!

Students entering the fifth in September 2014 are eligible to apply. Interested families can find more information and apply online at <http://amanicharter.org/apply>, or pick up a paper application at the Amani Public Charter School main office located at:

**261 East Lincoln Avenue**

**Mount Vernon, New York 10552**

**Office Hours: Monday through Friday 7:30 A.M. to 5:00 P.M.**

If you have any questions, please contact Ms. Smith at (914) 668-6450.

*The Amani Public Charter School shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry. The Amani Public Charter School will not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to the school.*

Greetings Amani Families,

We are pleased to announce that the application for admission to the Amani Public Charter School for the 2014-2013 school year is now available!

Students entering the fifth in September 2014 are eligible to apply.

**Applications are only for students who are not currently enrolled in Amani. Current students do not need to submit an application. Siblings of current Amani scholars who would like to join us in September 2014 must submit an application.**

Interested families can find more information and apply online at <http://amanicharter.org/apply>, or pick up a paper application at the Amani Public Charter School main office located at:

**261 East Lincoln Avenue**

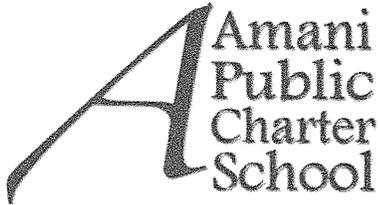
**Mount Vernon, New York 10552**

**Office Hours: Monday through Friday 7:30 A.M. to 5:00 P.M.**

If you have any questions, please contact Ms. Parker at (914) 668-6450.

*The Amani Public Charter School shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry. The Amani Public Charter*

*School will not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to the school.*



261 East Lincoln Avenue  
Mount Vernon, New York 10552  
ph: (914) 668-6450  
fax: (914) 699-0839  
[www.amanicharter.org](http://www.amanicharter.org)

Wednesday, January 15, 2014

Happy New Year!

We appreciate your interest in the Amani Public Charter School for your child.

Enclosed with this mailing is a copy of the 2014-2015 application. Please complete this application at your earliest convenience. All applications must be received by 5:00 P.M on Tuesday, April 1, 2014. If there are more applicants than available seats, an admissions lottery will be held on Monday, April 7, 2014 at 6:30pm at the Amani Public Charter School. You will be notified in advance if we will be holding a lottery.

We encourage you to visit one of our open house or community information sessions. The dates and times are listed on the application. Also, please share with any friends or family about our application process. Interested individuals can access the application on line at [www.amanicharter.org](http://www.amanicharter.org).

Again, we thank you for your interest in the Amani Public Charter School.

Sincerely,

Debra Stern  
Executive Director  
Amani Public Charter School



261 East Lincoln Avenue  
 Mount Vernon, New York 10552  
 ph: (914) 668-6450  
 fax: (914) 699-0839  
 www.amanicharter.org

**RE-ENROLLMENT FORM  
 ONE FORM COMPLETED FOR EACH CHILD**

*This form is due by, MONDAY, FEBRUARY 3, 2014*

**Currently Enrolled Students Re-Enrolling for the 2014-2015 School Year**

**PLEASE SELECT ONE**

\_\_\_\_\_ My Scholar **WILL BE RETURNING** to Amani for 2014-2015.

Scholar Name: \_\_\_\_\_

\_\_\_\_\_ My scholar **WILL NOT BE RETURNING** to Amani.

As a current member of the Amani family we want to let you know that we value the relationship that the school has been able to develop with you over the last year. We are sorry if you have chosen to not reenroll and would appreciate it if you could take a moment to let us know your reasons for making this decision:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Siblings of Currently Enrolled Scholars Re-Enrolling for the 2014-2015 School Year**

Preference in new admissions is given to siblings of currently enrolled students. A sibling is defined as a child living in the same home and sharing the same legal guardian. Please complete the section below for any siblings that you would like to begin attending Amani next year *for the first time*. This section is for siblings only.

**New Enrollment of Siblings**

Scholar Name	Date of Birth	Current Grade	Grade in September 2014

**PLEASE NOTE: You must still complete an ADMISSIONS APPLICATION for new incoming students.  
 Applications are available in the office.**

*Remember this form is due by, MONDAY, FEBRUARY 3, 2014*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



261 East Lincoln Avenue  
Mount Vernon, New York 10552  
ph: (914) 668-6450  
fax: (914) 699-0839  
www.amanicharter.org

Wednesday, January 15, 2014

Happy New Year!

I wanted to take a moment to reach out to the community to highlight some important dates and facts for the New Year. We expect that the spring will very busy here at Amani and we want to make sure that we communicate with you. As you know, our primary form of communication is the weekly newsletter that is sent electronically every Friday and via the backpacks on the last Friday of the month. In addition, we utilize the robo call system and mass text messaging for *Just In Time* and emergency notifications. It is critical that you notify the main office if you do not receive emails, phone messages or text messages from Amani as this may mean that we do not have your most up to date contact information.

Enclosed with this mailing is a copy of the 2014-2015 application. As a currently enrolled Amani family you **DO NOT** have to complete this form. We are sending one to all our Amani Families and asking that you share it with families that you think might be interested in Amani. As a sign of our gratitude for your referral, we will enter you in a raffle to receive a free uniform (1 Formal Amani Shirt & 1 Amani T-Shirt)

We do ask that all currently enrolled families complete a **RE-ENROLLMENT FORM** for the next school year. It is important that this form be completed to maintain your registration at Amani. The form must be returned to the Upper School or Lower School main office no later than **MONDAY, FEBRUARY 3, 2014**. It is critical for the school to know if you are continuing enrollment. We value your relationship and hope that you will continue with us for next year and beyond; but, if you choose not to reenroll, we understand and respect your choice. A copy of the re-enrollment form is included in this mailing.

### Parent Survey

Twice a year we send all families a survey to complete. The survey is a way for us to hear your perspective on how well the school meets the needs of its students and community. We are asking that all families complete the survey about your experiences here at Amani. The information will be used in our planning for the year. We will use the survey to analyze the progress we've made and develop school goals based on the issues relevant to our families. We will study the results with our board and staff and focus our agenda on areas where we can improve.

You will receive the survey via email shortly. In addition you can go to the website: [https://www.surveymonkey.com/s/2014 ParentSurvey](https://www.surveymonkey.com/s/2014%20ParentSurvey).

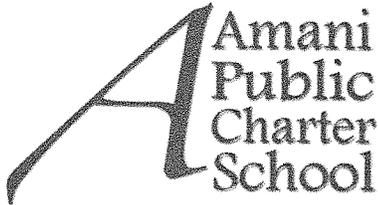
We hope that you will take the survey and help us make Amani an even better place. It only takes a few moments! The survey will close on Friday, January 24, 2014.

PLEASE SEE IMPORTANT INFORMATION ON THE BACK



**Safety First**

**Accountability · Community · Hard Work · Integrity · Empathy · Vision · Excellence**



261 East Lincoln Avenue  
Mount Vernon, New York 10552  
ph: (914) 668-6450  
fax: (914) 699-0839  
[www.amanicharter.org](http://www.amanicharter.org)

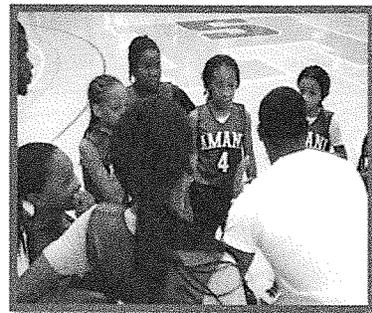
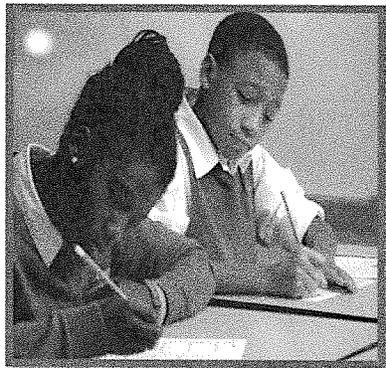
**PLEASE DO NOT DROP SCHOLARS OFF ON  
LINCOLN AVENUE.**

Lincoln Avenue is a busy street in the morning and afternoons. We have to ask that families DO NOT drop their scholar's on Lincoln Avenue and have them cross over. We have had complaints from the neighbors and we anticipate that there will be a presence from the Mount Vernon police department who will begin to issue tickets for parents stopping on the side of Lincoln Avenue. You can turn north onto Claremont and drop scholars on that corner. We strongly suggest that you DO NOT stop on the south side of Lincoln Avenue to let your scholar off. You will get a ticket. In addition it is very dangerous situation for the community.

# Amani Public Charter School

*Uma escola pública independente, com ensino gratuito, em Mount Vernon, Nova York*

A **Amani Public Charter School** (Escola Pública Independente Amani) está com inscrições abertas para alunos da quinta e sexta séries, iniciando o ano letivo de **2013-2014!**



## **NOSSA MISSÃO:**

*A missão da Amani Public Charter School é oferecer aos alunos da quinta à oitava séries, residentes em Mount Vernon, Nova York, as habilidades acadêmicas e pensamento crítico necessários para serem bem sucedidos em programas competitivos de escolas secundárias, faculdades e na carreira que escolherem.*

## **COMO SE INSCREVER:**

Dentro deste livreto, encontra-se um formulário de matrícula. Para cada criança que deseja ser matriculada na escola, deve ser preenchido um formulário. Se o aluno tiver um irmão/irmã que esteja se candidatando para o mesmo ano, cada um deverá preencher um formulário separado. Favor destacar o formulário e manter esta página em seus arquivos.

*Os formulários de inscrição podem ser enviados pelo correio no envelope anexo para:*

Amani Public Charter School  
P.O. Box 3022  
Mount Vernon, New York 1053

*Os formulários podem ser entregues na sede da escola, de segunda a sexta-feira, entre 07h30 e 17h00, em:*

261 East Lincoln Avenue  
(entre as avenidas Claremont e Summit, no Friendship Family Life Center)  
Mount Vernon, New York 10552

*Os formulários podem ser preenchidos online no:*

<http://www.amanicharter.org/apply>

**OS FORMULÁRIOS DEVEM SER RECEBIDOS ATÉ 17H00, 1 DE ABRIL DE 2014,  
TERÇA-FEIRA,**

Se houver mais candidatos do que vagas, será feito um sorteio de matrículas, a ser realizado no dia

**07 de abril de 2014, Segunda-feira às 18h30, na Amani Public Charter School**

# QUEM SOMOS E O QUE FAZEMOS

## Missão e Visão

A missão da Amani Public Charter School é oferecer aos alunos de Mount Vernon, Nova York de quinta à oitava séries as habilidades acadêmicas e o pensamento crítico necessários para obter êxito em programas competitivos de escolas secundárias, faculdades e na carreira profissional de sua escolha. Os alunos formados pela Amani são jovens hábeis academicamente, intelectualmente curiosos e engajados nas atividades cívicas, que aceitam desafios com zelo e criatividade.

## Histórico

O desafio de criar uma escola independente, a fim de atender as necessidades dos alunos de Mount Vernon, com um potencial ainda não realizado, teve início em 2009. A razão principal foi termos percebido que o programa da escola média pública de Mount Vernon não oferecia rigor acadêmico. Um grupo de pessoas especializadas começou a se reunir com o objetivo de criar uma escolar independente, que pudesse oferecer uma opção de educação às famílias de Mount Vernon. O resultado foi que a missão e a visão da Amani Public Charter School começaram a se solidificar. A escola abriu em agosto de 2011, com uma turma de 80 alunos de quinta série e a cada ano sera acrescentada uma série, atingindo 320 alunos da quinta à oitava séries.

## Principais Elementos do Projeto

Existem três coisas que executamos extremamente bem: ótimo ensino, um programa acadêmico exemplar e uma forte cultura escolar. Nossos programas adotam elementos do modelo *Sem Desculpas* que já provou ser bem-sucedido em diversas escolas independentes. Todas as decisões da escola, em todos os níveis, são tomadas por meio de um processo de estabelecimento de objetivos, análise de dados e modificação de programa, ao qual chamamos de ciclo de aprimoramento contínuo.

## SAIBA MAIS SOBRE A AMANI!

### Manhãs de Apresentação

*As manhãs de apresentação são feitas na escola e têm início às 07h45, estendendo-se aproximadamente até às 10h00.*

**Para confirmar sua presença,  
favor telefonar ou enviar um email.**

Quarta-feira, 22 de janeiro de 2014  
Quinta-feira, 13 de fevereiro de 2014  
Quarta-feira, 12 de março de 2014

### Noites de Apresentação

*As apresentações noturnas são feitas na escola e têm início às 18h15, estendendo-se aproximadamente até às 19h30.*

**Para confirmar sua presença,  
favor telefonar ou enviar um email.**

Quinta-feira, 30 de janeiro de 2014  
Quarta-feira, 26 de fevereiro de 2014  
Quinta-feira, 27 de março de 2014

### Sessões de Informações à Comunidade

*Todas as sessões de informações à comunidade incluem uma breve apresentação da escola e um tempo para perguntas e respostas.*

1 de março de 2014, Sábado  
Doles Center  
28 South 2<sup>nd</sup> Avenue  
9h30

27 de março de 2014, Quinta-feira  
Igreja Nossa Senhora de Mt. Carmel  
10 South 10<sup>th</sup> Avenue  
13h30  
(Apresentação Em Espanhol)

Por favor visite nosso website para informações adicionais sobre sessões em nossa comunidade incluindo apresentações em espanhol na Igreja N. Sra. de Mt. Carmel

## FALE CONOSCO!

Tel.: (914) 668-6450

Fax: (914) 699-0839

Web: [amanicharter.org](http://amanicharter.org)

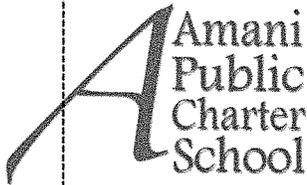
Email: [info@amanicharter.org](mailto:info@amanicharter.org)

## SIGA-NOS!

 [facebook.com/amanicharter](https://facebook.com/amanicharter)

 [@amanicharter](https://twitter.com/amanicharter)

 [youtube.com/amanicharter](https://youtube.com/amanicharter)



# INSCRIÇÕES 2014

O formulário de inscrição preenchido deve ser entregue em mãos ou carimbado pelo correio até 01 de abril de 2014.

Para uso Exclusivo da Escola:

Date received: \_\_\_\_\_

\_\_\_\_ MVCSD \_\_\_\_ Other

Lottery Number: \_\_\_\_\_

Wait List Number: \_\_\_\_\_

Reviewer: \_\_\_\_\_

**Esta inscrição é SOMENTE para alunos que irão iniciar a 5ª ou a 6ª série em setembro de 2014.**

## INFORMAÇÃO SOBRE O ALUNO

Nome do Aluno: \_\_\_\_\_  
Prenome Nome do Meio Sobrenome

Data de Nascimento (MM/DD/AAAA): \_\_\_\_/\_\_\_\_/\_\_\_\_ Sexo (faça um círculo): Masculino Feminino

Endereço Residencial: \_\_\_\_\_  
Rua Nº Apto.

Cidade Estado CEP

Escola Atual: \_\_\_\_\_ Columbus \_\_\_\_\_ Graham \_\_\_\_\_ Grimes \_\_\_\_\_ Hamilton \_\_\_\_\_ Holmes  
\_\_\_\_\_ Lincoln \_\_\_\_\_ Longfellow \_\_\_\_\_ Parker \_\_\_\_\_ Pennington \_\_\_\_\_ Traphagen  
\_\_\_\_\_ Williams \_\_\_\_\_ Outra (favor especificar): \_\_\_\_\_

Série Para a Qual Deseja Inscrever-se (faça um círculo apenas em um número): 5 6

O candidato a estudante tem um irmão/irmã que já frequenta a Amani Public Charter School? Em caso positivo, informe o nome de, pelo menos, um irmão, série que está cursando e data de nascimento:

Faça um círculo em um: Sim Não Se sim: Nome do Irmão/Irmã \_\_\_\_\_  
Série Atual \_\_\_\_\_ DDN: \_\_\_\_/\_\_\_\_/\_\_\_\_

O candidato a estudante tem um irmão/irmã que também está se inscrevendo para a Amani Public Charter School este ano? Em caso positivo, informe o nome, série que está cursando e data de nascimento:

Faça um círculo em um: Sim Não Se sim: Nome do Irmão/Irmã \_\_\_\_\_  
Série Atual \_\_\_\_\_ DDN: \_\_\_\_/\_\_\_\_/\_\_\_\_

## INFORMAÇÃO SOBRE OS PAIS/RESPONSÁVEL

Nome do Pai, Mãe ou Responsável: \_\_\_\_\_  
Primeiro nome Nome do meio Sobrenome

Grau de parentesco com o aluno: \_\_\_\_\_

Endereço Residencial Atual: \_\_\_\_\_  
Rua Cidade Estado CEP

Telefone Residencial: \_\_\_\_\_ Celular: \_\_\_\_\_

Telefone Comercial: \_\_\_\_\_ Email: \_\_\_\_\_

## INFORMAÇÕES ADICIONAIS

Como ficou sabendo da Amani Public Charter School? (assinale um)

\_\_\_\_ Publicidade \_\_\_\_ Mala Direta \_\_\_\_ Professor da atual escola \_\_\_\_ Aluno/pai atual \_\_\_\_ Outro: \_\_\_\_\_

Você participou de uma Apresentação ou Sessão de Informação? (faça um círculo em um) Sim Não

## ASSINATURA

Declaro que as informações fornecidas acima são verdadeiras e dou fé.

Assinatura: \_\_\_\_\_ Data (MM/DD/AAAA): \_\_\_\_/\_\_\_\_/\_\_\_\_



# Appendix I: Teacher and Administrator Attrition

Created Wednesday, July 23, 2014

Updated Thursday, July 24, 2014

---

## Page 1

Charter School Name: 660900861000 AMANI PUBLIC CS

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

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

### 2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
15	3	3

### 2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
12	0	0

Thank you

# Appendix J: Uncertified Teachers

Created Wednesday, July 23, 2014

Updated Thursday, July 24, 2014

## Page 1

Charter School Name: 660900861000 AMANI PUBLIC CS

### Note Definition of FTE:

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

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

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

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	4
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	4

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

4

Thank you.

**LEGEND**

- Supervisor** – ED
- Supervisor - Director of Operations
- Supervisor – Director of Finance
- Supervisor – Director of Curriculum and Instruction
- Supervisor – Assistant Director of Curriculum and Instruction

Board of Trustees

Executive Director – Debra Stern

<b>Director of Operations</b> Charnay Phaire	<b>Director of Finance</b> Mike Bailey	Assistant Director of Curriculum and Instruction/ELA Chair Denise Earl	<b>Director of Curriculum and Instruction</b> Stan Whalen
---	---	---	--

Social Worker  
Mandy Zoffness

Dean of Students  
Gene Johnson & Jamell Scott

Coordiantor/ Director of Special Education  
Tobither Clarkson

Assistant Director of Operations  
Bruce tanner  
Nurse  
Nicole Francis

Registrar  
Amiel Parker  
Custodian and Food Service  
Ashley Davenport

Operations Assistant  
Rakeisha Smith  
Custodian  
Antonio Scott  
Javon France

Food Service Assistant  
Christian Chavez

5<sup>th</sup> Grade Special Education  
Sophia Parande

6<sup>th</sup> Grade Special Education  
Kyle McGowan

7<sup>th</sup> Grade Special  
Lorice Townsend

8<sup>th</sup> Grade Special Education  
Amanda Bub

Outreach Coordinator/Theater Arts Teacher/After School  
Harvey Zuckerman

Community and Development Manager  
Anne Marie Ditta

5<sup>th</sup> Grade ELA  
Teri Knowings

5<sup>th</sup> Grade Math  
Chanda Anderson

5<sup>th</sup> Grade Social Science  
Mailyn Irizarry

6<sup>th</sup> Grade ELA  
Loretta McDonald

6<sup>th</sup> Grade Math  
Heath Hasson

6<sup>th</sup> Grade Social Science  
Milton Cobb

7<sup>th</sup> Grade ELA  
Alexis Piccinni

7<sup>th</sup> Grade Math  
OPEN

7<sup>th</sup> & 8<sup>th</sup> Grade Social Studies  
Brittney Collins

7<sup>th</sup> & 8<sup>th</sup> Grade Science  
Deana Francois

8<sup>th</sup> GRADE MATH  
Tara McLoughlin

8<sup>th</sup> Grade ELA  
Nyetta Lloyd

Technology/IT Associate  
Lacarnly Creech

5<sup>th</sup> Grade  
Siobhan Clark

6<sup>th</sup> Grade Associate Teacher  
Tia Frazier

Associate Teacher 7&8  
Michael Creech

Physical Education  
Anthony Briggs

Latin  
Maureen Moser

Music  
YAA

AIS Teacher  
Tentative

Art  
Sean Flanagan

Health  
Brittney Stateland

**AMANI PUBLIC CHARTER SCHOOL**

**MOUNT VERNON, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**REPORT REQUIRED BY**  
**GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2014**

**(With Comparative Totals for 2013)**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

## CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Statement of Financial Position	5
Statement of Activities and Changes in Net Assets	6
Statement of Functional Expenses	7
Statement of Cash Flows	8
Notes to Financial Statements	9
 <u>REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS</u>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	16
Schedule of Findings and Responses	18

INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Amani Public Charter School

**Report on the Financial Statements**

We have audited the accompanying financial statements of Amani Public Charter School, which comprise the statement of financial position as of June 30, 2014, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

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

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

***Auditor's Responsibility***

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

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

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

***Opinion***

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

***Report on Summarized Comparative Information***

We have previously audited Amani Public Charter School's June 30, 2013 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 29, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2013 is consistent, in all material respects, with the audited financial statements from which it has been derived.

***Other Report Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2014 on our consideration of Amani Public Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Amani Public Charter School's internal control over financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 16, 2014

AMANI PUBLIC CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2014  
(With Comparative Totals for June 30, 2013)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2014</u>	<u>2013</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 1,061,767	\$ 30,703
Cash in escrow	75,000	50,000
Grants and other receivables	336,671	1,116,471
Prepaid expenses and other current assets	61,543	29,516
TOTAL CURRENT ASSETS	1,534,981	1,226,690
 <u>PROPERTY AND EQUIPMENT, net</u>	 562,517	 240,652
TOTAL ASSETS	\$ 2,097,498	\$ 1,467,342
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Line of credit	\$ -	\$ 65,000
Accounts payable	71,361	191,927
Accrued expenses	32,835	25,953
Accrued payroll and benefits	169,962	85,529
Deferred revenue	81,172	10,417
Deferred lease incentive	5,532	-
TOTAL CURRENT LIABILITIES	360,862	378,826
 <u>NET ASSETS, unrestricted</u>	 1,736,636	 1,088,516
TOTAL LIABILITIES AND NET ASSETS	\$ 2,097,498	\$ 1,467,342

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2014  
(With Comparative Totals for June 30, 2013)

	<u>Year Ended June 30,</u>	
	<u>2014</u>	<u>2013</u>
Operating revenue and support:		
State and local per pupil operating revenue	\$ 4,133,425	\$ 2,879,014
Governmental grants	627,902	535,389
Contributions	27,789	62,313
Contributed legal and educational services	210,073	168,452
Special events	<u>1,686</u>	<u>2,224</u>
TOTAL OPERATING REVENUE AND SUPPORT	5,000,875	3,647,392
Expenses:		
Program:		
Regular education	3,258,247	1,748,958
Special education	379,075	573,331
Management and general	714,120	541,391
Fundraising and special events	<u>1,313</u>	<u>1,350</u>
TOTAL EXPENSES	<u>4,352,755</u>	<u>2,865,030</u>
CHANGE IN NET ASSETS	648,120	782,362
Unrestricted net assets at beginning of year	<u>1,088,516</u>	<u>306,154</u>
UNRESTRICTED NET ASSETS AT END OF YEAR	<u>\$ 1,736,636</u>	<u>\$ 1,088,516</u>

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2014  
 (With Comparative Totals for June 30, 2013)

	Year ended June 30, 2014							Year Ended June 30, 2013	
	Program Services			Supporting Services			Total		
	No. of positions	Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events			Sub-total
Personnel Service Costs:									
Administrative Staff	8	\$ 128,652	\$ 23,417	\$ 152,069	\$ 282,635	\$ -	\$ 282,635	\$ 434,704	\$ 288,925
Instructional Personnel	27	1,265,136	148,123	1,413,259	-	-	-	1,413,259	817,157
Non-instructional Personnel	6	390,403	18,514	408,917	-	-	-	408,917	193,859
Total Salaries and Wages	41	1,784,191	190,054	1,974,245	282,635	-	282,635	2,256,880	1,299,941
Payroll taxes and employee benefits		317,301	33,800	351,101	50,264	-	50,264	401,365	238,947
Professional development		25,073	1,189	26,262	7,813	-	7,813	34,075	40,401
Legal fees		142,355	15,164	157,519	22,550	-	22,550	180,069	138,893
Audit fees		-	-	-	26,891	-	26,891	26,891	19,835
Financial management services		-	-	-	43,976	-	43,976	43,976	35,526
Professional fees - other		220,240	73,765	294,005	43,434	1,313	44,747	338,752	362,024
Student and staff recruitment		5,535	532	6,067	721	-	721	6,788	6,568
Curriculum/classroom expenses		110,539	5,242	115,781	-	-	-	115,781	115,985
Supplies/ materials		51,308	5,465	56,773	8,128	-	8,128	64,901	38,163
Food service fees		153,912	7,299	161,211	-	-	-	161,211	117,339
Student transportation services		19,208	911	20,119	-	-	-	20,119	5,445
Travel and conferences		51	5	56	8	-	8	64	524
Postage, printing, and copying		9,448	1,006	10,454	1,497	-	1,497	11,951	8,856
Insurance		15,967	1,701	17,668	2,529	-	2,529	20,197	12,400
Information technology		5,979	637	6,616	947	-	947	7,563	460
Leased equipment		22,732	2,422	25,154	3,601	-	3,601	28,755	5,364
Non-capitalized equipment/furnishings		9,244	985	10,229	1,464	-	1,464	11,693	13,748
Repairs and maintenance		14,619	1,557	16,176	2,316	-	2,316	18,492	7,084
Depreciation and amortization		-	-	-	158,918	-	158,918	158,918	74,348
Facility/rent & utilities		350,545	37,341	387,886	55,530	-	55,530	443,416	322,395
Other		-	-	-	898	-	898	898	784
		<u>\$ 3,258,247</u>	<u>\$ 379,075</u>	<u>\$ 3,637,322</u>	<u>\$ 714,120</u>	<u>\$ 1,313</u>	<u>\$ 715,433</u>	<u>\$ 4,352,755</u>	<u>\$ 2,865,030</u>

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

AMANI PUBLIC CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2014  
(With Comparative Totals for June 30, 2013)

	<u>Year Ended June 30,</u>	
	<u>2014</u>	<u>2013</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Changes in net assets	\$ 648,120	\$ 782,362
Adjustments to reconcile change in net assets to net cash provided from (used for) operating activities:		
Depreciation and amortization	158,918	74,348
Changes in certain assets and liabilities affecting operations:		
Cash in escrow	(25,000)	(50,000)
Grants and other receivables	779,800	(1,025,663)
Prepaid expenses and other current assets	(32,027)	4,947
Accounts payable	(120,566)	170,661
Accrued expenses	6,882	934
Accrued payroll and benefits	84,433	30,046
Deferred revenue	70,755	(47,723)
Deferred lease incentive	<u>5,532</u>	<u>-</u>
NET CASH PROVIDED FROM (USED FOR) OPERATING ACTIVITIES	1,576,847	(60,088)
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	<u>(480,783)</u>	<u>(203,140)</u>
NET CASH USED FOR INVESTING ACTIVITIES	(480,783)	(203,140)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
(Repayments) borrowings on line of credit	<u>(65,000)</u>	<u>65,000</u>
NET CASH (USED FOR) PROVIDED FROM FINANCING ACTIVITIES	(65,000)	65,000
NET INCREASE (DECREASE) IN CASH	1,031,064	(198,228)
Cash at beginning of year	<u>30,703</u>	<u>228,931</u>
CASH AT END OF YEAR	<u>\$ 1,061,767</u>	<u>\$ 30,703</u>

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

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Amani Public Charter School (“the Charter School”) is an educational corporation that operates as a charter school in Mount Vernon, New York. On December 14, 2010, the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. The Charter School was established to provide its students in grades 5-8 with the academic skills necessary to succeed in competitive high school programs, college and career of their choice.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Charter School. The Charter School had no permanently restricted net assets at June 30, 2014 or 2013.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had no temporarily restricted net assets at June 30, 2014 or 2013.

*Unrestricted* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at financial institutions located in Mount Vernon, New York and are insured by the FDIC up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintained cash in an escrow account in accordance with the terms of its Charter agreement.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There were no allowance for doubtful accounts at June 30, 2014 and 2013.

Property and equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School has filed for and received income tax exemptions in the jurisdictions where it is required to do so. The Charter School files Form 990 in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2011 through 2014 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. These services are not valued in the financial statements because they do not require “specialized skills” and would typically not be purchased if they were not contributed.

The Charter School received contributed educational services which were valued at approximately \$43,000 and \$45,000 which are included in the accompanying statements of activities and changes in net assets for the years ended June 30, 2014 and 2013, respectively. The Charter School also received legal services valued at approximately \$167,000 and \$123,000 which are included in the accompanying statements of activities and changes in net assets for the years ended June 30, 2014 and 2013, respectively.

Marketing and recruiting costs

The Charter School expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$7,000 for each of the years ended June 30, 2014 and 2013.

Deferred lease incentive

The Charter School leases its office equipment. The lease escalated the original lease payments and caused a buy-out from the prior lease. In accordance with GAAP, the Charter School recognizes the related buy-out credit on a straight-line basis and records the difference between the recognized lease credit and the amounts receivable under the lease as a deferred lease incentive.

Use of estimates in the preparation of financial statements

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

Comparatives for year ended June 30, 2013

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School’s financial statements for the year ended June 30, 2013, from which the summarized information was derived.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE A: THE SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Reclassifications

Certain 2013 balances have been reclassified to conform to the 2014 presentation.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 16, 2014, which is the date the financial statements are available to be issued. No subsequent events requiring disclosures were noted, except as disclosed in Note B.

NOTE B: SCHOOL FACILITY

The Charter School leases its facilities from Friendship Worship Center Agape Community Development Corp. LTD through December 2014. Monthly rental payments including utilities amounted to \$22,629 and \$25,196 for the years ended June 30, 2014 and 2013, respectively. The Charter School also leased a gymnasium space from the same lessor for \$2,200 per month through June 30, 2014. The Charter School entered a lease agreement in September 2013 with the Church of St. Ursula for additional facilities at \$7,675 per month through August 31, 2014. Total approximate square footage usage for all facilities as of June 30, 2014 and 2013 was 18,267 and 9,508, respectively. Total expenses paid for the years ended June 30, 2014 and 2013 was approximately \$443,000 and \$322,000, respectively.

Subsequent to June 30, 2014 the Charter School leases facilities from T & Z Partners, Inc. through August 30, 2029 with the option to renew for an additional 15 years. Monthly rental payments will be \$72,560. Other expenses in excess of the first year's base costs will be paid for by the Charter School. As of April 1, 2016, base rent will increase every year by the Per Pupil Funding rate increase up to 3%, as indicated by New York State Education Department. In years where the Per Pupil Funding is below 3% the remaining amount will be deferred to a period where the rate is above 3% and be included in base rent for that lease year.

The future minimum payments on these agreements, assuming a 3% increase per year, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2015	\$ 876,724
2016	877,250
2017	903,568
2018	930,675
2019	958,595
Thereafter	<u>11,538,403</u>
	<u>\$ 16,085,215</u>

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>June 30,</u>	
	<u>2014</u>	<u>2013</u>
Furniture and fixtures	\$ 165,192	\$ 62,158
Office equipment	187,431	102,514
Leasehold improvements	159,428	106,907
Construction in progress	<u>319,986</u>	<u>79,675</u>
	832,037	351,254
Less accumulated depreciation and amortization	<u>269,520</u>	<u>110,602</u>
	<u>\$ 562,517</u>	<u>\$ 240,652</u>

Construction in progress represents architects fees and building, classroom and office improvements which have been performed on a new building that the Charter School is not yet occupying. Construction in progress is stated at cost. No provision for depreciation is made on construction in progress until such time as the relevant assets are completed and put into use.

NOTE D: LINE OF CREDIT

During April 2013 the Charter School obtained a \$75,000 Line of Credit, which provides for interest at 1.5% over the Prime Rate (effective rate of 4.75% as of June 30, 2014). As of June 30, 2014 there was no outstanding balance. As of June 30, 2013 there was an outstanding balance of \$65,000. The line is secured by all assets of the Charter School.

AMANI PUBLIC CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014 AND 2013

NOTE E: OPERATING LEASE

During September 2013, the Charter School canceled its lease of office equipment under a lease agreement that would have expired November 2015. The Charter School entered new leases for office equipment under a non-cancelable lease agreement that will expire August 2018. Associated with this new lease the Charter School received a buy-out for the remaining payments for its prior lease totaling \$6,705. The Charter School recorded the total buy-out amount as a deferred lease incentive and will recognize approximately \$100 per month for the duration of the new lease as other income. The Charter School recognized approximately \$1,200 as of the year ended June 30, 2014. The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2015	\$ 31,596
2016	31,596
2017	31,596
2018	31,596
2019	5,266
	<u>\$ 131,650</u>

NOTE F: RETIREMENT PLAN

The Charter School sponsors a 401(k) retirement plan (the "Plan") for its employees. All employees of the Charter School are eligible to participate. The Charter School has a discretionary employee match contribution. The Charter School made no contributions to the plan for the years ended June 30, 2014 and 2013.

NOTE G: CONTINGENCY

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

NOTE H: CONCENTRATIONS

At June 30, 2014, approximately 84% of grants and other receivables were due from the New York State Department of Education relating to certain grants.

At June 30, 2013, approximately 93% of grants and other receivables are due from the New York State Department of Education relating to per pupil funding.

During the years ended June 30, 2014 and 2013, 83% and 79%, respectively, of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

**AMANI PUBLIC CHARTER SCHOOL**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees  
Amani Public Charter School

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Amani Public Charter School, which comprise the statement of financial position as of June 30, 2014, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 16, 2014.

**Internal Control over Financial Reporting**

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

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

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and responses that we consider to be a significant deficiency, 2014-001.

### **Compliance and Other Matters**

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

We noted certain matters that we have reported to management of Amani Public Charter School in a separate letter dated October 16, 2014.

### **Amani Public Charter School's Response to Finding**

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

### **Purpose of This Report**

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

### **Restricted Use**

This report is intended solely for the information and use of the Board of Trustees, management, federal, state and local awarding agencies, the New York State Education Department and others within the Charter School and is not intended to be and should not be used by anyone other than these specified parties.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 16, 2014

AMANI PUBLIC CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES  
FOR THE YEAR ENDED JUNE 30, 2014

**Finding 2014-001**

*Statement of condition*

The billing of special education services provided in relation to the level of service required as described on the applicable students' Individualized Education Plans (IEP) were not accurately billed.

*Criteria and effect of conditions*

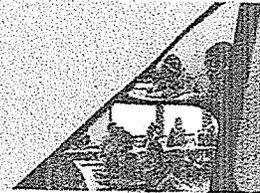
As part of our audit, we tested the billing of special education services provided in relation to the level of service required as described on the applicable students' Individualized Education Plans. We noted in three instances, the Charter School billed a rate for a higher level of service than what was documented in the students' IEP and was actually provided. We also noted in three instances the amount billed was for a lower level of service than what was documented in the students' IEP and was actually provided.

*Recommendation*

We recommend the Charter School review Individual Education Plans throughout the year and at the end of the year to ensure the proper rates are billed for the respective students.

*Management response*

The School's Director of Finance will work closely with the Director of Special Education throughout the year and at the end of the year to ensure accurate billing rates of all scholars classified with an IEP. The Director of Special Education will assess services provided to the scholars on at least a bi-monthly basis to ensure that billing is accurate and within the threshold of services as required by the IEP.



10/16/14

Mengel, Metzger, Barr & Co. LLP

Certified Public Accountants

100 Chestnut Street, Suite 1200

Rochester, New York 14604

This representation letter is provided in connection with your audits of the financial statements of Amani Public Charter School, which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter.

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated May 6, 2014, for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.

- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- We have complied with all contractual agreements, grants, and donor restrictions.
- We have maintained an appropriate composition of assets in amounts needed to comply with all donor restrictions.
- We have accurately presented the entity's position regarding taxation and tax-exempt status.
- The bases used for allocation of functional expenses are reasonable and appropriate.
- We have included in the financial statements all assets and liabilities under the entity's control.
- We have designed, implemented, and maintained adequate internal controls over the receipt and recording of contributions.
- Methods and significant assumptions used by management to determine fair values, their consistency in application, and the completeness and adequacy of fair value information for financial statement measurement and disclosure purposes are appropriate.

- We have reviewed the Organization's draft financial statements prepared by you based upon financial information we provided to you. We have reviewed all supporting schedules and accept full responsibility for the Organization's financial statements prepared in accordance with U.S. GAAP.
- We have considered the accounting and reporting requirements of FASB ASC 740-10. We believe there are no material liabilities (or reduction in amounts refundable) required for unrecognized tax benefits related to our tax positions, as defined and described in FASB ASC 740-10-20.

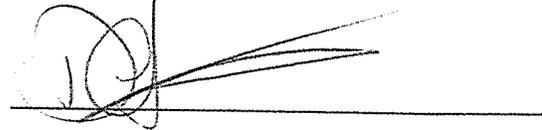
### Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others when the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Very truly yours,

AMANI PUBLIC CHARTER SCHOOL

A handwritten signature in black ink, appearing to be "Debra Stern", written over a horizontal line.

Debra Stern,  
Executive Director

A handwritten signature in black ink, appearing to be "Charney Phaire", written over a horizontal line.

Charney Phaire,  
Director of Operations

A handwritten signature in black ink, appearing to be "Michael Bailey", written over a horizontal line.

Michael Bailey,  
Director of Finance

AMANI PUBLIC CHARTER SCHOOL

UNCORRECTED MISSTATEMENTS

YEAR ENDED JUNE 30, 2014

<u>Reference No.</u>	<u>Description</u>	<u>Assets (over) under</u>	<u>Liabilities over (under)</u>	<u>Income over (under)</u>
1	To adjust deferred revenue and per-pupil revenue to correct SPED billing errors.	\$ -	\$ 6,170	\$ (6,170)



August 28, 2014

Mengel, Metzger, Barr & Co. LLP  
Certified Public Accountants  
100 Chestnut Street, Suite 1200  
Rochester, New York 14604

We are providing this letter in connection with your agreed-upon procedures performed over the compliance with the requirements of the CSP grant and Federal and New York State Education Department ("NYSED") guidelines in managing the CSP grant as of and for the period ended June 30, 2014, prepared in accordance with attestation standards established by the American Institute of Certified Public Accountants, for the purpose of reporting your findings in regards to the results of the procedures performed as compared to requirements of NYSED.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your engagement:

1. We are responsible for the fair presentation of the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements.
2. We are responsible for selecting the criteria and have selected the following
  - a. The CSP fund revenues and expenditure general ledger accounts; and
  - b. All filings to the NYSED
3. We have determined that the criteria are suitable and appropriate for our purposes.
4. We represent that the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant for the period ended June 30, 2014 is presented in conformity with Federal and NYSED requirements.
5. We have communicated and disclosed all matters to you that may contradict the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements.
6. We have communicated and disclosed to you all correspondence or other communications we have received from regulatory authorities regarding the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements.
7. We have made all records applicable to the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant in managing the CSP grant in conformity with Federal and NYSED requirements available to you in the conduct of your engagement.



8. We represent that use of your report will be restricted solely for the information and use of those charged with governance and NYSED and is not intended and should not be used by anyone other than these specified parties.
9. To the best of our knowledge and belief, we have disclosed all events that have occurred subsequent to June 30, 2014 and through the date of this letter that would affect the presentation of the subject matter, or your report.

Very truly yours,

AMANI PUBLIC CHARTER SCHOOL

  
Charnay Phaire, Director of Operations

  
Debra Stern, Executive Director

  
Michael Bailey, Director of Finance



**AMANI PUBLIC CHARTER SCHOOL**

**AGREED UPON PROCEDURES**

**YEAR ENDED JUNE 30, 2014**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

INDEPENDENT ACCOUNTANT’S REPORT ON CSP FUNDING

Board of Trustees  
Amani Public Charter School

We have performed the procedures identified below, which were agreed to by the management of Amani Public Charter School (the “Charter School”) and the New York State Education Department (“NYSED”), solely to assist the specified parties in evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result**

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School’s accounting software and the grant revenue recorded by the Charter School. We observed that the CSP grant revenue equaled the grant expenditures.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

**Result**

We observed the Charter School’s approved FS-10, FS-10F and final expenditure summary, and it appears that revenue and expenditures in the period are reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

**Result**

We selected a sample of other expenses, as there were no payroll expenses in the period tested. Based on our testing, we noted that expenditures fall into an appropriate budget category and that the expenditures were charged to the appropriate period. For all five selections, we observed that the expenditures were in accordance with the purpose of the grant and that none of the expenditures were pre-opening expenditures.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request and is at least the amount shown on Line 4.

**Result**

We obtained the Charter School's FS-25 and noted the selected items were appropriately included in the request for reimbursement. The requests for reimbursement appear to be in the appropriate period. The Charter School's FS-25 had a balance on Line 4 (Cash Expenditures Anticipated During Next Month). We noted the funds were expended within one month following the date of request.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Amani Public Charter School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
August 28, 2014

**AMANI PUBLIC CHARTER SCHOOL**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2014**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 16, 2014

To the Board of Trustees  
Amani Public Charter School

In planning and performing our audit of the financial statements of Amani Public Charter School as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered Amani Public Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Amani Public Charter School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

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

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the entity's internal control to be a significant deficiency.

### **Billing for Special Education Services**

During our audit, we tested the billing of special education services provided in relation to the level of service required as described on the applicable students' Individualized Education Plans (IEP). We noted in two instances, the Charter School billed a rate for a higher level of service than what was documented in the students' IEP and was actually provided. We also noted in three instances the amount billed was for a lower level of service than what documented in the students' IEP and was actually provided.

#### **Recommendation**

We recommend the Charter School review Individual Education Plan's throughout the year and at the end of the year to ensure the proper rates are billed for the respective students.

During the course of our audit of the financial statements of Amani Public Charter School as of June 30, 2014 and for the year then ended, we observed the Charter School's significant accounting policies and procedures and certain business, financial and administrative practices. As a result of our observations, we suggest you consider the following comments which we do not consider to be significant deficiencies or material weaknesses:

### **Competitive Bidding**

During our audit, we examined the Amani Public Charter School Financial Policies and Procedures Manual (FPPM) to gain an understanding of the controls in place at the Charter School. The FPPM requires competitive bidding procedures for purchases exceeding \$10,000 in the aggregate. Certain exceptions from these procedures are allowed as documented in the FPPM. One of these exceptions is if the vendor is considered a "preferred vendor." The vendor is a "preferred vendor" if they maintain a contract with New York City and/or New York State. When there is such a contract, no bidding process is required. Our testing of certain invoices found that no bidding process was conducted in regards to certain items included in construction in progress. Upon request from management for the contract, it was indicated that one was not acquired or maintained.

#### **Recommendation**

We recommended the Charter School adhere to their purchasing policy requiring competitive bids from three separate vendors for all amounts over \$10,000, unless procuring goods or services from a "preferred" or "sole" vendor, and continue to maintain all appropriate documentation.

### **Procurement Procedures**

During our walkthrough of procedures in the FPPM, we noted that in disbursement packets there were no "Check Request/Requisition Forms" being solicited and filled out by a qualified employee. The FPPM indicates that a "Check Request/Requisition Form" should be solicited and filled out by any qualified Charter School employee. The completed forms for purchases under \$9,999 are submitted to the Bookkeeper or Director of Operations who will review the request and submit it to the Executive Director for approval. Upon inquiry with management, it was indicated that the "Check Request/Requisition Forms" are no longer filled out and approved.

#### **Recommendation**

We recommend the Charter School adhere to its FPPM for the soliciting and approval of the "Check Request/Requisition Forms" and that the disbursement packets contain all documentation as outlined in the FPPM.

Status of matters included in our letter as of June 30, 2013, dated October 29, 2013

**Finance Committee Minutes**

During our audit we noted that minutes of the Finance Committee were not maintained.

**Recommendation**

We recommend minutes of all Board committees be maintained. The current Form 990 inquires if all committee meetings were documented as well as meetings of the governing body. Keeping minutes of all meetings is also an indication of good governance.

**Status at June 30, 2014**

During our 2014 audit, we noted that there were no Finance Committee minutes being maintained. We continue to recommend minutes of all Board committees to be maintained.

\* \* \* \* \*

This communication is intended solely for the information and use of Management, Finance Committee Members, others within the organization, and governmental authorities and is not intended to be, and should not be, used by anyone other than these specified parties.

We appreciated the outstanding cooperation from your staff that our personnel received during the audit of Amani Public Charter School's financial statements. Should you have any question or comments, please contact Michelle Cain or Jackie Lee.

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 03, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/3eb0399a497c4879c69ec3eff9b223b184904bef/>

## 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:

*Sidney Burke*

2. Charter School Name:

*Amani Public Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

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?

*No*

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

*No*

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

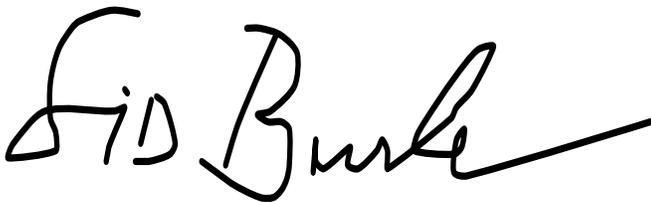
14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest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

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	DLA Piper LLP (US) ("DLA")	DLA serves as pro bono counsel to the School on certain matters.	DLA does not charge for its services, but may be reimbursed for out-of-pocket expenses.	I am a partner at DLA.	Disclosed potential conflict of interest and did not vote.
2					
3					
4					
5					

Signature of Trustee



# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 09, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/abf08ebd5545ec3a40133ea2d5990826eee39266/>

## 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:

*Laura Francis*

2. Charter School Name:

*Amani Public Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: EAC Member

---

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

No

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

No

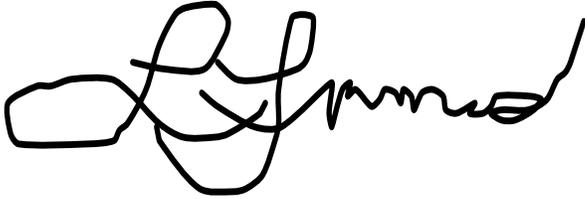
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 be a stylized name, possibly "John" or "James", written in a cursive style.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Saturday, July 12, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/9cd4ab73391d52d85998831048985aa7dbe8bff1/>

## 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:

*E. ADELL DOWDY*

2. Charter School Name:

*Amani Public Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address|

8. Select all positions you held on Board:

(check all that apply)

---

- Vice Chair/Vice President

- Other, please specify...: Chair/Education & Accountability 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*

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 that reads "J. Adelle Dowdy". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Monday, July 28, 2014

Updated Friday, November 21, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/82f189af8455bae7bfe19da85a9ce53d159808ef/>

## 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 Eichler*

2. Charter School Name:

*Amani Public Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Treasurer
- 

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

*No*

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

*No*

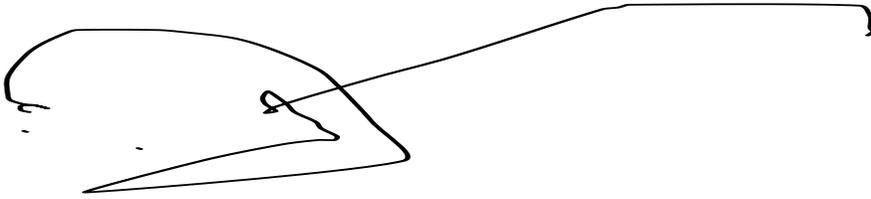
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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, stylized initial 'S' followed by a long horizontal line that ends in a small hook.

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/56eb69a6d662bda0a52b1e98ab901868986ddfd>

## 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:

*Robert D. Jones*

2. Charter School Name:

*Amani Public Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

---

• Other, please specify...: Member of 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

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?

Yes

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	7/8/2013 - 7/18/2013	Received sales commission from service provider of the school's summer engineering camp	Occurred prior to being a trustee	Self
2				
3				
4				
5				

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: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/ead905efa8bb125b2d396cbe5825e5df8bba827c/>

## 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:

*Richard Thomas*

2. Charter School Name:

*Amani Public Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Secretary
- 

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

*No*

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

*No*

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

Rich Thomas

# Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

Updated Friday, November 21, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/5d4ffa6ad90f445181d8b88a2f7623fa8c6a77c3/>

## 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:

*Stephanie McCaine*

2. Charter School Name:

*Amani Public Charter School*

3. Charter Authorizer:

*Board of Regents*

4. \*Your Home Address:

4. \*Your Home Address: | Street Address

4. \*Your Home Address: | City/State

4. \*Your Home Address: | Zip

5. \*Your Business Address

5. \*Your Business Address | Street Address

5. \*Your Business Address | City/State

5. \*Your Business Address | Zip

6. \*Daytime Phone Number:

7. \*E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- 
- Other, please specify...: Member
- 

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

*No*

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

*(No response)*

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Position Held	(No response)
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Responsibilities	(No response)
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Salary	(No response)
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next   Start Date	(No response)

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 response)

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1					
2					
3					
4					
5					

Signature of Trustee

