

I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, July 29, 2013

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1. SCHOOL NAME

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

353100860964 STATEN ISLAND COMMUNITY CS

2. CHARTER AUTHORIZER

NYCDOE-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 31

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
309 St Pauls Avenue Staten Island, NY 10304	347-857-6981	347-861-0601	mcourtney@si-ccs.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

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

5. SCHOOL WEB ADDRESS (URL)

www.si-ccs.org

6. DATE OF INITIAL CHARTER

2009-07-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2010-09-01 00:00:00

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

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2012-13

Check all that apply

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 1

 2

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

	Yes/No	Name of CMO/EMO
	No	Michael Courtney

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

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

	Physical Address	Phone Number	District/C SD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	309 St Pauls Avenue Staten Island, NY 10304	347-857-69 81	CSD 31	k-3	No	Rent/Lease
Site 2						
Site 3						

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Dr. Michael Courtney			
Operational Leader	Sarah Kawaling			
Compliance Contact	Dr. Michael Courtney			
Complaint Contact				

13. Are the School sites co-located?

No

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

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to read "Might Country". The signature is fluid and cursive, with a large, sweeping initial "M".

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to read "Shelton". The signature is fluid and cursive, with a large, sweeping initial "S".

Thank you.

Signature Page for President of Board of Trustees

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Updated Tuesday, July 30, 2013

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353100860964 STATEN ISLAND COMMUNITY CS

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

- Yes
-

Signature, Board President

Thank you.

Appendix A: Progress Toward Goals

Created Monday, July 29, 2013

Updated Tuesday, July 30, 2013

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1. NEW YORK STATE REPORT CARD

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

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

<https://reportcards.nysed.gov/files/2011-12/RC-2012-353100860964.pdf>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Absolute Performance: Measure 1: English Language Arts: Each year, 80 percent of students in K-2 will reach the exit benchmark level for the grade or better as measured by the spring reading assessment using the Fountas and Pinnell Reading Assessment System. Constitutes a performance level of 3 (on grade level).	Fountas and Pinnell Reading Assessment System	This goal was met by 2nd graders but not met in Kindergarten and 1st grade. Grade % at Lvl 3 and 4 K 73% 1 62% 2 83%	Routine data conversations, daily guided reading, guided and independent conferences and Title 1 services have attributed to increased reading levels.
Academic Goal 2	Absolute Performance: Measure 2: English Language Arts: Each year (beginning in 2012-2013), 80 percent of 3 - 5 graders will perform at or above Level 3 on the New York	New York State ELA examination	To be completed when state scores are distributed.	

State ELA examination.				
Academic Goal 3	Measure 3: Math Each year (beginning in 2010-2012), 80 percent of students in K-2, will master grade level math skills as measured by summative assessments provided by the Terra Nova Math Test	Terra Nova Math Test	This goal was not met. Grade % Meeting Standard K 70% 1 32% 2 59%	A comprehensive testing calendar will be developed and procedures followed to insure that students are tested, data is collected and growth over the course of year will be documented.
Academic Goal 4	Measure 4: Math Each year (beginning in 2012-2013), 80 percent of 3-5 graders will perform at or above Level 3 on the New York State Mathematics examination.	State Mathematics Examination	To be completed when state scores are distributed.	
Academic Goal 5	Absolute Performance: Measure 5: Science Each year (beginning in 2014-2015), 85 percent of fourth grade students will perform at or above Level 3 on the New York State Science examination.	State Science Examination	N.A. This benchmark to begin in 2014-2015 school year	
Academic Goal 6	Absolute Performance: Measure 6: Social Studies: Each year, (beginning in 2015-2016) 85 percent of fifth graders will perform at or above Level 3 on the New York State Social Studies examination.	State Social Studies Examination	N.A. NYS SS Examination no longer administered.	
Academic Goal 7	Value-Added Performance/Progress Measure 7: English Language Arts: Students in K-2 will be evaluated using the Fountas and Pinnell Reading Assessment System three times during each school year (fall, winter, spring). The comparison of fall and spring assessments will indicate growth or lack of it upon determining how many levels the student has advanced from the first to the last assessment period. Students beginning on grade level in Grade one are at a level B. In order to show one year's growth the student must advance 7 levels to a level I by the spring assessment. Students beginning on grade level in Grade 2 are at level I. These students must advance three levels to a level L in order to show one year's growth. A	Fountas and Pinnell Reading Assessment System	Grade % Meeting Standard K 56% 1 77% 2 75%	A comprehensive testing calendar will be developed and procedures followed to insure that students are tested, data is collected and growth over the course of year will be documented.

student that is reading on grade level at the beginning of grade two must advance about three levels in each subsequent year to show one year's growth.

Academic Goal 8	<p>Measure 8: English Language Arts</p> <p>For years 4 through 5 at Staten Island Community Charter School, grade-level cohorts of the same students (i.e. students who are in the school for two years in a row) will reduce by one half the gap between the percent at or above Level 3 on the previous year's State ELA exam and 75 percent at or above Level 3 on the current year's State ELA exam. For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's ELA exam, the school is expected to demonstrate growth (above 75 percent) in the current year (relevant for schools serving grades 3-8). For example, if 35% of a school's students score proficient in year 1, the school must ensure that at least 55% of its students are proficient the following year, thereby reducing the gap between the first year's performance of 35% proficient and the goal of 75% proficient (or whatever level the school sets above 75%).</p>	NYS ELA Examination	N.A. This benchmark to begin in 2014-2015 school year.
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2a1. Do have more academic goals to add?

Yes

2012-13 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9	<p>Value-added Measure 9: Math</p> <p>For the 2010-11 through 2013-14 school years, grade-level cohorts of the same students will reduce by one-half</p>	State math examination	N.A. This benchmark to begin in 2014-2015 school year	

	<p>the gap between the percent at or above Level 3 on the previous year's State Math exam and 75 percent at or above Level 3 on the current year's State Math exam.</p> <p>For schools in which the number of students scoring above proficiency in a grade level cohort exceeded 75 percent on the previous year's Math exam, the school is expected to demonstrate growth (above 75 percent) in the current year.</p>			
Academic Goal 10	<p>Comparative Performance Measure 10: English Language Arts: Each year, all students at SICCS will be administered the Terra Nova nationally norm referenced test in Reading. Students will perform in the top quartile of their graduation cohort</p>	<p>Terra Nova Reading examination</p>	<p>This goal was not met</p> <p>Grade % in Top Quartile K 24% 1 25% 2 33% 3 24%</p>	<p>Item analysis of student test results will be completed in order for teachers to adjust the curriculum and their instructional strategies. Monthly Data conversations will take place More PD will be provided to teachers.</p>
Academic Goal 11	<p>Comparative Performance: Measure 11: ELA Each year, the percent of students performing at or above Level 3 on the State ELA exam in each tested grade will place the school in the top quartile of all similar schools as reported by the NYC Department of Education Progress report</p>	<p>NYS ELA examination</p>	<p>To be completed when state scores are distributed.</p>	
Academic Goal 12	<p>Measure 12: Math Each year, all students at SICCS will be administered the Terra Nova nationally norm referenced test in Math. Students will perform in the top quartile of their graduation cohort.</p>	<p>Terra Nova Math Examination</p>	<p>This goal was not met</p> <p>Grade % in Top Quartile K 31% 1 8% 2 36% 3 24%</p>	<p>Item analysis of student test results will be completed in order for teachers to adjust the curriculum and their instructional strategies. Data conversations will take place. Teachers will receive PD about data driven instruction.</p>
Academic Goal 13	<p>Comparative Performance Measure 13: Math Each year, the percent of students performing at or above Level 3 on the State Math exam in each tested grade will place the school in the top quartile of all similar schools.</p>	<p>NYS Math Examination</p>	<p>To be completed when state scores are distributed.</p>	<p>Item analysis of student test results will be completed in order for teachers to adjust the curriculum and their instructional strategies. Data conversations will take place. Teachers will receive PD about data driven instruction.</p>
Academic Goal 14	<p>AYP Status Measure 14: Each year, the Staten Island Community Charter School will be deemed "In Good Standing."</p>	<p>State Examinations</p>	<p>Goal met.</p>	
Academic Goal 15	<p>Absolute Performance: Measure 15: Math Each year (beginning in 2010-2012), 80 percent of</p>	<p>Terra Nova Math Test</p>	<p>This goal was not met</p>	<p>A comprehensive testing calendar will be developed and procedures followed to insure that students are tested, data is</p>

	students in K-2, will master grade level math skills as measured by summative assessments provided by Math In Focus.		Grade % Meeting Standard K 70% 1 32% 2 59%	collected and growth over the course of year will be documented
Academic Goal 16	Alternative/Internal Assessment Indicator Measure 16: Each year (beginning in 2010-2012), 80 percent of students in K-2, will master grade level ELA skills as measured by summative assessments.	Terra Nova Reading Test	This goal was not met Grade % Meeting Standard K 54% 1 49% 2 55%	Tentatively, I -Ready will be deployed- computerized software for student use at each grade level

2a2. Do have more academic goals to add?

Yes

2012-13 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 17	School-Specific Educational Indicators Measure 17: Each year, all students at Staten Island Community CS will be administered the Terra Nova nationally norm referenced test in Reading. Students will perform in the top quartile of their graduation cohort.	Terra Nova Reading Test This goal was not met Grade % in Top Quartile K 24% 1 25% 2 33% 3 24%	
Academic Goal 18	School-Specific Educational Indicators Measure 18: Each year, beginning in grade 1, grade level cohorts of students will reduce by one-half the gap between their average score in the previous year's administration of a nationally norm referenced ELA and Math test (such as the Terra Nova) and their average score in the current year. If a grade-level cohort exceeds the national average in the previous year, the cohort will show at least an increase in the current year.	Terra Nova ELA Grd Avg Fall NCE* Goal Avg Spr NCE 1 37.0 43.5 51.0 2 45.2 47.6 52.4 3 45.1 47.6 48.7 Math Grd Avg Fall NCE* Goal Avg Spr NCE 1 34.2 42.1 46.2 2 43.3 46.7 54.0 3 40.4 45.2 54.0 Goal Met	
Academic Goal 19	School-Specific Educational Indicators Measure 19: Each year, all students at Staten Island Community Charter School will be administered the Terra Nova nationally norm referenced test in Math. Students will perform	Terra Nova Math test Grade % in Top Quartile K 31% 1 8% 2 36% 3 24%	Item analysis of student test results will be completed in order for teachers to adjust the curriculum and their instructional strategies.

in the top quartile of their graduation cohort.

Academic
Goal 20

Academic
Goal 21

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Goal 22

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Academic
Goal 30

2b. ORGANIZATIONAL GOALS

2012-13 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	<p>1. Each year, the school will have a daily student attendance rate of at least 95 percent.</p> <p>2. Each year, parents will express satisfaction with the school’s program, based on the NYCDOE Learning Environment Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectation, Communication, Engagement, and Safety</p>	<p>Daily Attendance Records</p> <p>NYCDOE Learning Environment Survey</p>	<p>Not met. Student attendance was 93.2% for the school year</p> <p>Met goal. Academic 8.5 Communication 8.0 Engagement 8.1 Safety and respect 8.8</p>	<p>A plan will be developed and implemented to monitor school attendance and develop interventions and incentives to improve attendance.</p>
Org Goal 2	<p>1. Each year, 95 percent of all students enrolled during the course of the year return the following September.</p> <p>2. Measure 8: Each year at commencement, students will receive peer mediation, peacemaker and leadership certificates.</p> <p>3. Each year, teachers will express satisfaction with school leadership and professional development opportunities as determined by the teacher section of the NYCDOE Learning Environment Survey in which the school will receive scores of 7.5 or higher in each of the survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect.</p>	<p>Student Enrollment Records</p> <p>Criteria determined by the school.</p> <p>NYCDOE Learning Environment Survey</p>	<p>Not met.</p> <p>N.A. this year.</p> <p>Partially met.</p> <p>Academic 7.6 Communication 7.1 Engagement 8.0 Safety and respect 7.6</p>	<p>Our operations team will do more outreach to parents during the year to assure student retention.</p> <p>Conduct a survey to ascertain effectiveness of communication.</p>
Org Goal 3	<p>1. Each year, the school will comply with all applicable laws, rules, regulations and contract terms including, but not limited to, the New York Charter Schools Act, the</p>	<p>Board Policies and Meetings</p> <p>NYC DOE Learning Environment Survey</p>	<p>Goal met.</p> <p>Goal met. Parents scored 8.8 on safety and respect.</p>	

	<p>New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.</p> <p>2. Parents will express satisfaction with SICCS's ability to provide safe and orderly learning environment based on the NYC DOE Annual Learning Environment Survey.</p> <p>3. Each year, after the first two years, Staten Island Community CS will have a staff retention rate of 95%. During the first two years, Staten Island Community CS will have a staff retention rate of 95% of those we invite to return.</p>	Personnel Records	Goal Met.	
Org Goal 4	<p>1. Each year, 100% of SICCS students will participate in community service.</p> <p>2. Each year, SICCS will sustain active parent participation by including parents in all areas of the life of the school to fully support students and promote open dialogue and communication between parents and teachers.</p> <p>3. Our goal for teacher participation in the New York City Department of Education Annual Learning Environment Survey is 100%.</p>	<p>Lesson plans</p> <p>NYC DOE Learning Environment Survey PTA meeting Attendance sheets, Open school conferences.</p> <p>NYC DOE Learning Environment Survey</p>	<p>Met goal. Students participated in class community service projects that included: food drives, clothing drives, and art projects.</p> <p>Goal met. Learning Environment score for communication was 7.5. Not met. 94% of the teachers participated in completing the survey.</p>	Professional development will be provided to staff to insure all teachers understand the importance of completing the survey.
Org Goal 5	<p>1. Each year, 100% cadre of third-grade students will shadow fourth grade student peer mediators in order to learn the process.</p> <p>2. Each year, student enrollment will be within 15% of full enrollment as defined in the school's contract. This will be maintained on an ongoing</p>	<p>Student Portfolios</p> <p>School Roster</p> <p>NYC DOE Learning Environment Survey</p>	<p>N.A. this year</p> <p>Met goal. As a charter school that enrolls via a lottery and has a substantial waiting list for each grade the school looks to fill any vacancies as soon as possible. For the 2012-13 actual enrollment was never more than 3.5% below the targeted enrollment of 175</p>	

basis and monitored bi-monthly.

3. Starting in school year 2014-2015, fifth grade students will express a high satisfaction rating with the School. Each year, starting in school year 2014-2015, 100 % of fifth grade students will participate in the survey

students. The Operations team monitors enrollment throughout the year and makes every effort to fill an open slot as quickly as possible

N.A. this year.

2c. FINANCIAL GOALS

2012-13 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2012-2013 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Upon completion of the school's first year of operation and every year thereafter, the school will undergo an independent financial audit that will result in an unqualified opinion and no major findings .	Independent Financial Audit Findings	Met goal. SICCS completed its first year of operation on 6/30/2011 and engaged an independent audit firm, Mengel Metzger Barr & Co, LLP, that gave an unqualified opinion and made no major finding in the management letter. SICCS expects to receive an unqualified opinion without any major finding for the fiscal year just ending 6/30/2012.
Financial Goal 2	Each year, the school will operate on a balanced budget and maintain a stable cash flow.	Monthly financial statements are prepared and analyzed by Director of Finance and then distributed to school admin Management and Board of Directors for review and discussion	Met goal. SICCS ended its first year of operation on 6/30/2011 with a net operating surplus of \$136,294 and \$40,423 in cash. For the second fiscal year ending 6/30/12, SICCS generated an operating surplus of \$448,268 and ended the year with \$355,629 in cash. For the unaudited year ended 6/30/13, SICCS is projecting a net operating surplus of about \$580,000 which is \$180,000 better than originally budgeted. Unrestricted cash balances as of 6/30/13 are \$993,000. SICCS passed a budget FY 2013-2014 which projects a net operating surplus of \$237,887 and \$32,647 after capital expenditures. SICCS does not foresee any cash flow issues in the coming fiscal year.

Financial
Goal 3

Financial
Goal 4

Financial
Goal 5

Appendix B: (Total Expenditures and Administrative Expenditures Per Child)

Staten Island Community Charter School

Total Number of Enrolled Students (FTE):		238.485
Total Expenditures		Administrative Expenditures
Total:	\$3,352,609	\$802,306
Expenditures Per Pupil:	\$14,058	\$3,364

Audited Financial Statement Checklist

Created Friday, November 01, 2013

Page 1

Charter School Name:

1. Please check each item that is included in the 2012-13 Audited Financial Statement submitted for your charter school.

	Yes	No	NA
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	True	False	False
Single Audit (if applicable)	False	False	True
CSP Agreed Upon Procedures (if applicable)	True	False	False
Management Letter	True	False	False
Report on Extracurricular Student Activity Accounts (if applicable)	False	False	True
Corrective Action Plans for any Findings	False	False	True

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2012-13 Audited Financial Statement.

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

Thank you Michael .

STATEN ISLAND COMMUNITY CHARTER SCHOOL

STATEN ISLAND, NEW YORK

AUDITED FINANCIAL STATEMENTS

**REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2013

(With Comparative Totals for 2012)



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

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Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Staten Island Community Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Staten Island Community Charter School which comprise the statement of financial position as of June 30, 2013, and the related statements of activities and changes to 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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material 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.

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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 Staten Island Community Charter School as of June 30, 2013, 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 Staten Island Community Charter School's June 30, 2012 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 17, 2012. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2012 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 15, 2013 on our consideration of Staten Island Community Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Staten Island Community Charter School's internal control over financial reporting and compliance.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 15, 2013

STATEN ISLAND COMMUNITY CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2013

(With Comparative Totals for 2012)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2013</u>	<u>2012</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 947,395	\$ 355,629
Cash in escrow	75,166	20,000
Grants and other receivables	26,435	155,576
Prepaid expenses	32,817	18,404
TOTAL CURRENT ASSETS	1,081,813	549,609
<u>PROPERTY AND EQUIPMENT, net</u>	293,923	225,409
<u>DEPOSITS</u>	22,063	22,063
TOTAL ASSETS	\$ 1,397,799	\$ 797,081
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 41,307	\$ 74,070
Accrued payroll and benefits	173,804	135,257
Deferred revenue	10,985	3,192
TOTAL CURRENT LIABILITIES	226,096	212,519
<u>NET ASSETS, unrestricted</u>	1,171,703	584,562
TOTAL LIABILITIES AND NET ASSETS	\$ 1,397,799	\$ 797,081

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

STATEN ISLAND COMMUNITY CHARTER SCHOOL
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2013
(With Comparative Totals for 2012)

	Year ended June 30,	
	2013	2012
Operating revenue and support:		
State and local per pupil operating revenue	\$ 3,677,438	\$ 2,570,892
Federal grants	223,347	222,006
State and local grants	16,447	10,161
Contributions	4,455	844
In-kind donations	-	88,763
Contributed legal services	15,678	-
Other income	5,532	-
TOTAL OPERATING REVENUE AND SUPPORT	3,942,897	2,892,666
Expenses:		
Program:		
Regular education	2,168,432	1,590,346
Special education	384,539	348,632
Management and general	717,263	505,420
Fundraising	85,522	-
TOTAL EXPENSES	3,355,756	2,444,398
CHANGE IN NET ASSETS	587,141	448,268
Unrestricted net assets at beginning of year	584,562	136,294
UNRESTRICTED NET ASSETS AT END OF YEAR	\$ 1,171,703	\$ 584,562

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

STATEN ISLAND COMMUNITY CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2013
(With Comparative Totals for 2012)

	Year ended June 30,							2012
	2013			2012				
	Program Services			Supporting Services				
Regular Education	Special Education	Sub-total	Management and general	Fundraising	Sub-total	Total	Total	
Salaries	\$ 1,206,192	\$ 205,935	\$ 1,412,127	\$ 423,005	\$ 21,224	\$ 444,229	\$ 1,856,356	\$ 1,263,899
Payroll taxes and employee benefits	223,497	38,158	261,655	78,371	3,940	82,311	343,966	243,370
Curriculum and classroom supplies	136,666	23,333	159,999	-	-	-	159,999	142,335
Professional development	79,289	13,537	92,826	29,106	95	29,201	122,027	138,282
Education and professional consultants	76,749	13,103	89,852	28,173	92	28,265	118,117	105,202
Professional services	10,740	16,154	26,894	8,461	50,000	58,461	85,355	19,780
Office expense	11,021	1,881	12,902	3,865	194	4,059	16,961	13,456
Technology	36,976	6,313	43,289	12,966	652	13,618	56,907	32,636
Communications	17,406	2,972	20,378	6,104	307	6,411	26,789	18,820
Occupancy	276,882	47,272	324,154	101,973	-	101,973	426,127	369,191
Marketing and staff/student recruiting	24,458	4,176	28,634	1,199	7,809	9,008	37,642	31,430
Insurance	8,156	1,392	9,548	2,860	144	3,004	12,552	15,954
Depreciation and amortization	56,981	9,729	66,710	19,981	1,005	20,986	87,696	44,757
Loss on disposal of property and equipment	-	-	-	-	-	-	-	1,552
Other	3,419	584	4,003	1,199	60	1,259	5,262	3,734
	<u>\$ 2,168,432</u>	<u>\$ 384,539</u>	<u>\$ 2,552,971</u>	<u>\$ 717,263</u>	<u>\$ 85,522</u>	<u>\$ 802,785</u>	<u>\$ 3,355,756</u>	<u>\$ 2,444,398</u>

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

STATEN ISLAND COMMUNITY CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2013
(With Comparative Totals for 2012)

	<u>Year ended June 30,</u>	
	<u>2013</u>	<u>2012</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 587,141	\$ 448,268
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	87,696	44,757
Loss on disposal of property and equipment	-	1,552
In-kind contributions of property and equipment	-	(88,763)
Changes in certain assets and liabilities affecting operations:		
Cash in escrow	(55,166)	(10,000)
Grants and other receivables	129,141	(50,716)
Prepaid expenses	(14,413)	(6,432)
Accounts payable and accrued expenses	(32,763)	22,354
Accrued payroll and benefits	38,547	57,454
Deferred revenue	7,793	281
NET CASH PROVIDED FROM OPERATING ACTIVITIES	747,976	418,755
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(156,210)	(103,549)
NET CASH USED FOR INVESTING ACTIVITIES	(156,210)	(103,549)
NET INCREASE IN CASH	591,766	315,206
Cash at beginning of year	355,629	40,423
CASH AT END OF YEAR	<u>\$ 947,395</u>	<u>\$ 355,629</u>

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

STATEN ISLAND COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

(With Comparative Totals for 2012)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Staten Island Community Charter School (the “Charter School”), is an educational corporation operating as a charter school in Staten Island, New York. On December 15, 2009, 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’s mission is to provide an exemplary K – 8 education program for students on the North Shore of Staten Island, a program designed to produce a community of smart, responsible and creative citizens. All students will master New York State Learning Standards and graduate ready to attend college preparatory high schools. The Charter School will hold expectations high and inspire student achievement by cultivating close relationships between the school administration, students, teachers and parents.

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, 2013 or 2012.

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, 2013 or 2012.

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.

STATEN ISLAND COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2013

(With Comparative Totals for 2012)

NOTE A: THE CHARTER 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 a financial institution located in Staten Island, 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 maintains 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 was no allowance for doubtful accounts at June 30, 2013 or 2012.

Property and equipment

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

STATEN ISLAND COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2013

(With Comparative Totals for 2012)

NOTE A: THE CHARTER 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 tax returns in the U.S. federal jurisdiction. With few exceptions, as of June 30, 2013, the Charter School is no longer subject to U.S. federal income tax examinations by tax authorities for years ended before June 30, 2011. The tax returns for the years ended June 30, 2011 through 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.

In-kind donations

Gifts and donations other than cash are recorded at fair value at the date of contribution. There were no gifts or donations in the year ended June 30, 2013. In the year ended June 30, 2012 there were contributions of fixed assets of \$88,763.

Contributed services

The Charter School receives contributed services from volunteers to develop its academic program and to serve on the Board of Trustees. In addition the Charter School received transportation services, special education services and speech therapy classes for the students from the local district. These services are not valued in the financial statements.

The Charter School received contributed legal services which were valued at \$15,678 and are included in the accompanying statement of activities and changes in net assets for the year ended June 30, 2013. There were no contributed legal services for the year ended June 30, 2012.

Marketing and recruiting costs

The Charter School expenses marketing and recruiting costs as they are incurred. Total marketing and recruiting costs approximated \$38,000 and \$31,000 for the years ended June 30, 2013 and 2012, respectively.

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.

STATEN ISLAND COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2013

(With Comparative Totals for 2012)

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

Comparatives for year ended June 30, 2012

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, 2012, from which the summarized information was derived.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 15, 2013, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

NOTE B: RENT EXPENSE

The Charter School leases its facility from a third party through June 2014. Rental payments for 2013 and 2014 are \$17,333 and \$20,333 per month, respectively. Rent expense incurred for the years ended June 30, 2013 and 2012 were approximately \$244,000 and \$208,000, respectively.

The future minimum lease payments for the Charter School are approximately as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2014	<u>\$ 244,000</u>

NOTE C: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>June 30,</u>	
	<u>2013</u>	<u>2012</u>
Furniture and fixtures	\$ 213,415	\$ 178,048
Equipment	78,461	28,391
Computers	66,723	-
Leasehold improvements	<u>79,878</u>	<u>75,828</u>
	438,477	282,267
Less accumulated depreciation and amortization	<u>144,554</u>	<u>56,858</u>
	<u>\$ 293,923</u>	<u>\$ 225,409</u>

STATEN ISLAND COMMUNITY CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2013

(With Comparative Totals for 2012)

NOTE D: OPERATING LEASE

The Charter School leases office equipment under non-cancelable lease agreements expiring at various dates through August 2013. The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2014	\$ <u>3,952</u>

NOTE E: RETIREMENT PLAN

The Charter School sponsors a defined contribution 401(k) plan covering all regular employees. The Charter School has a discretionary employee match contribution. The Charter School made no contributions to the Plan for the years ended June 30, 2013 and 2012.

NOTE F: 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 G: CONCENTRATIONS

At June 30, 2013 and 2012, approximately 89% and 98%, respectively, of grants and other receivables are due from various New York State agencies relating to certain grants.

During the years ended June 30, 2013 and 2012, 93% and 89%, 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.

STATEN ISLAND COMMUNITY 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
Staten Island Community Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Staten Island Community Charter School, which comprise the statement of financial position as of June 30, 2013 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 15, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Staten Island Community 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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Staten Island Community Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Staten Island Community 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. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether Staten Island Community 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 Staten Island Community Charter School in a separate letter dated October 15, 2013.

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 City Department of Education, 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 15, 2013

STATEN ISLAND COMMUNITY CHARTER SCHOOL

ADVISORY COMMENT LETTER

JUNE 30, 2013



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 15, 2013

To the Board of Trustees
Staten Island Community Charter School

In planning and performing our audit of the financial statements of Staten Island Community Charter School as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States of America, we considered Staten Island Community 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 Staten Island Community 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.

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Status of matters included in our letter as of June 30, 2012, dated October 17, 2012

Payroll Documentation and Approvals

During our prior year audit, we found the Charter School was not following the Fiscal Policies and Procedures Manual (FPPM) with respect to certain payroll procedures. For both payroll periods we selected for testing, we noted supervisors were not approving employee timesheets. We also noted three employees who had completed their Master's degree, and were therefore entitled to a raise, did not have proper documentation in their personnel files to support their current pay rate, although the reason for the increase was documented on the payroll spreadsheet for each pay period tested.

Recommendation

We recommended the Charter School properly document the review and approval of all timesheets. We also recommended that all pay rate changes and increases be properly documented and stored in employees' personnel files.

Status as of June 30, 2013

During our 2013 audit, we found that time cards were properly reviewed and that pay rate changes were properly documented and stored in the employees' personnel files. It appears that procedures involving time cards and pay rate changes are being followed.

Escrow Account for Dissolution

We noted per review of the Charter agreement dated November 17, 2010 with the Chancellor of the Board of Education of the City School District of the City of New York, the Charter School is required to maintain \$75,000 in an escrow account to pay for legal and audit expenses that would be associated with a dissolution should it occur. In accordance with the agreement, the Charter School is allowed to contribute \$25,000 annually for the first three years of the charter term in order to meet this requirement. As of June 30, 2012, the Charter School does not have the required funds in its escrow account, as the balance in this account was only \$20,000 at that time.

Recommendation

We understand management contributed an additional \$10,000 to the account subsequent to June 30, 2012. If the remaining \$45,000 is not deposited by June 30, 2013, in accordance with the agreement, the Charter School could be found in material violation of its charter. We recommend the Charter School deposit the remaining funds as soon as financially possible in order to maintain compliance with the Charter School's charter agreement.

Status as of June 30, 2013

During our 2013 audit, we directly confirmed with the Charter School's bank that the School does have an escrow account and it is over the \$75,000 minimum, as required by the Charter.

Minutes

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

Recommendation

We recommended 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 as of June 30, 2013

During our 2013 audit, we found that Finance Committee Meeting minutes are being maintained.

Disaster Recovery Plan

We noted during our audit the Charter School does not have a disaster recovery plan and daily IT back-ups are not off-site.

Recommendation

We recommend the Charter School adopt a disaster recovery plan and store IT back-ups off-site.

Management Response

Management is in agreement and will implement the recommendation.

Status as of June 30, 2012

Based on discussions with management, no changes have occurred in this area during the current year. We continue to recommend the above improvements to IT procedures.

Status as of June 30, 2013

During our 2013 audit, we found the Charter School hired a vendor who put in an external back up device that backs up the entire server and operating system to an off-site location.

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

We appreciate the outstanding cooperation from your staff that our personnel received during the audit of Staten Island Community Charter School's financial statements. Should you have any questions or comments, please contact Michelle Cain or Greg Carver.

Very truly yours,



MENGEL, METZGER, BARR & CO. LLP

STATEN ISLAND COMMUNITY CHARTER SCHOOL

AGREED UPON PROCEDURES

YEAR ENDED JUNE 30, 2013



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT ON CSP FUNDING

Board of Trustees
Staten Island Community Charter School

We have performed the procedures identified below, which were agreed to by the management of Staten Island Community 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 observed that the detail of expenditures agreed to the Charter School's reported CSP revenue.

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-10-A, 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 expenditures appear to be in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods, that the expenditures fall into an approved budget category, and the expenditures were charged to the appropriate fiscal period.

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 one month following the date of the request.

Result

There were no FS-25s filed during the audited year as the CSP grant funding ended in August 2012. We observed the FS-10F filed, noting all expenses appeared properly included. We noted the Charter School's June 2012 FS-25 had no balance on Line 4 (Cash Expenditures Anticipated During Next Month).

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance. 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 the Staten Island Community 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, Baw & Co. LLP

Rochester, New York
August 27, 2013

STATEN ISLAND COMMUNITY CHARTER SCHOOL

REPORT TO THE FINANCE COMMITTEE

JUNE 30, 2013



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 15, 2013

The Finance Committee
Staten Island Community Charter School

We have audited the financial statements of Staten Island Community Charter School as of and for the year ended June 30, 2013 and have issued our report thereon dated October 15, 2013. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 28, 2013, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing 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 over financial reporting. Accordingly, as part of our audit, we considered the internal control of Staten Island Community Charter School solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding control deficiencies and other matters noted during our audit in a separate letter to you dated October 15, 2013.

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Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Staten Island Community Charter School is included in Note A to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2013. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were the collectability of grants receivable, as well as the allocation of costs for the statement of functional expenses. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Staten Island Community Charter School's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

Identified or Suspected Fraud

We have not identified or obtained any information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Staten Island Community Charter School’s financial statements or the auditor’s report. We are pleased to report no such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated October 15, 2013.

Management’s Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with Staten Island Community Charter School, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Staten Island Community Charter School’s auditors.

* * * * *

Should you desire further information concerning these matters Michelle Cain or Greg Carver will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Finance Committee, the Board of Trustees and management of Staten Island Community Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP



309 St. Paul's Avenue • Staten Island, NY 10304-2217 • t 347 857 6981 • f 347 861 0601 • info@si-ccs.org • www.si-ccs.org

August 27, 2013

Mengel, Metzger, Barr & Co. LLP
Certified Public Accountants
100 Chestnut St, Suite 1200
Rochester, NY 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, 2013 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 Federal and NYSED guidelines in managing the CSP grant in conformity with NYSED requirements.
2. We are responsible for selecting the criteria and have selected the following:
 - a. The CSP Fund revenues and expenditures 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 Federal and NYSED guidelines in managing the CSP grant for the period ended June 30, 2013 is presented in conformity with 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 Federal and NYSED guidelines in managing the CSP grant in conformity with 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 Federal and NYSED guidelines in managing the CSP grant in conformity with NYSED requirements.

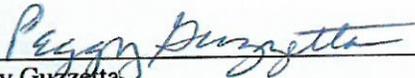
7. We have made all records applicable to the Charter School's assertion that it has maintained compliance with the requirements of the CSP grant Federal and NYSED guidelines in managing the CSP grant in conformity with NYSED requirements available to you in the conduct of your engagement.
8. We represent 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, 2013 and through the date of this letter that would affect the presentation of the subject matter, or your report.

Very Truly Yours,

STATEN ISLAND COMMUNITY CHARTER SCHOOL



Dr. Michael Courtney,
Principal



Peggy Guzzetta,
Director of Finance

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 30, 2013

Page 1

353100860964 STATEN ISLAND COMMUNITY CS

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

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

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

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

Thank you.

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Monday, July 29, 2013

Page 1

353100860964 STATEN ISLAND COMMUNITY 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	Ellen Icolari	Chair/President	Yes	St. George Civic Assn. SI Museum COAHSI SI Children's Museum Harbor Lights Theater Co.	2007 expires	
2	Janet Patti	Vice Chair/Vice President	Yes	Hunter College of The City of New York Collaborative for Academic, Social and Emotional Learning (CASEL) Consortium for Research on Emotional Intelligence International Society for Emotional Intelligence (ISEI). New York State Association of Supervision and Curriculum New York City Affiliate of ASCD	2011 expires	
3	Lorna Harris	Treasurer	Yes	Mark DeGarmo Dancers, Advisory Board Gabri Christa Danzaisa, Advisory Board Panelist Council on the Arts and Humanities for Staten Island (COAHSI)	2008 expires	
4	Carol Sonnenblick	Secretary	Yes	Freedom From Fear, Board Member Advisory Commission NYC College of Technology Department of Civil Engineering	2011-expires	
5	Lucia Taylor	Member		CSA/Council of Supervisors and Administrators Staten Island Retired Supervisors and Administrators Bridge Club of Staten Island	2012-expires	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

16

17

18

19

20

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

1

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

0

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

11

5. How many times did the Board meet during the 2012-13 school year?

12 at least

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

12

Thank you.

Describe the efforts the charter school has utilized in 2012-2013 and a plan for efforts to be taken in 2013- 2014 to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.

Enrollment and Retention

Describe the efforts the charter school has utilized in 2012-2013 to attract and retain a greater enrollment of students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch; and describe the school's plans for meeting or making progress toward its enrollment and retention targets in 2013-2014 in **Appendix H (Enrollment and Retention Efforts)**.

ALL charter schools must complete this section. Regents-authorized schools must attach documentation of the school's efforts (e.g., recruitment materials, programmatic supports) to attract and retain such students. Other schools must provide information in the format specified by their authorizer.

Staten Island Community Charter School makes an extensive effort to reach out to all parents and extend a warm welcome to enter our school lottery. We understand that many parents need extra support, encouragement, and assistance. The chart below documents our efforts to build a diverse community that represents all members of our neighborhood and borough in feeling welcome and supported. Our outreach is documented by the enrollment of 21% special education students.

For the 2013- 2014 school year the number of English Language Learners has increased. In addition the school utilizes a Family Resource Coordinator (Marie Lucas) to ensure that accepted

applicants register and are ready to participate in our school community. Our Parent Academy assists and supports our families in feeling welcome and invested in our school community.

Presently 82% (Check #) of our students qualify for free or reduced lunch

Process for recruiting and retaining greater enrollment of other groups

2012-13 Process	Special Ed, ELL, Free and Reduced
Enrollment	Advertising Staten Island Community Charter School website Brochures and visits to Pre-Kindergarten program to inform staff of Open Houses Parent Tours Availability of Special Education Consultant to assist and support Parents'
Retention	Training of teachers by special education consultant through PD Articulation and support with CSE – through regular meetings Afterschool tutoring for academic support

2013-2014 Plan

Advertising

Staten Island Community Charter School
website

Brochures and visits to Pre-Kindergarten
program to inform staff of the excellent
program and work being done at SICCS

Open Houses

Parent Tours

Availability of Special Education Consultant
to assist and support

Parents'

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Friday, July 19, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/6c53618bace794361db37945f516e9>

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:

Lorna Harris

2. Charter School Name:

Staten Island Community Charter School

3. Charter Authorizer:

NYC Department of Education

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

• Other, please specify...

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

∴

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Saturday, July 20, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/b551ec22b6a93e1b97f5d2f18e75f2b>

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:

Lucia C, Taylor

2. Charter School Name:

Staten Island Community Charter School

3. Charter Authorizer:

NYC Department of Education

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

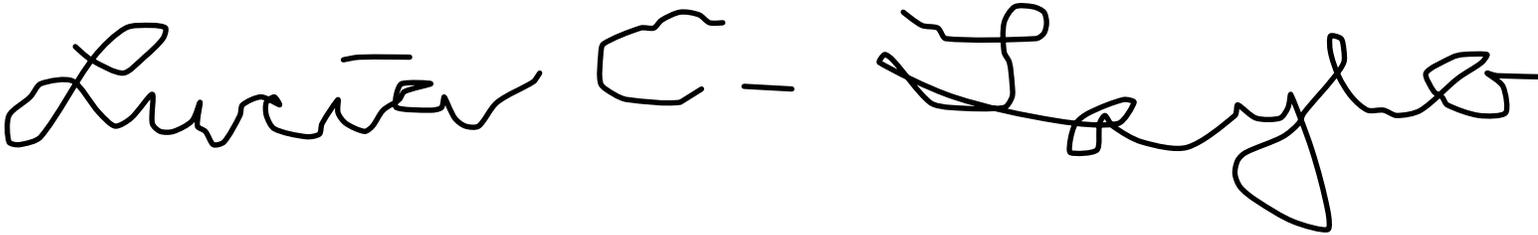
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 that reads "Andrew C. Taylor". The signature is written in a cursive style with a large initial 'A' and a distinct 'C' followed by a hyphen and 'Taylor'.

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 22, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/10c1894a590d3a96d629d7e009ed74>

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:

carol sonnenblick

2. Charter School Name:

Staten Island Community Charter School

3. Charter Authorizer:

NYC Department of Education

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

Page 2

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

No

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

No

Signature of Trustee

•

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 22, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/f32f22f0c49dc7dd1efc292abc9eb0c1>

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:

Ellen Icolari

2. Charter School Name:

Staten Island Community Charter School

3. Charter Authorizer:

NYC Department of Education

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?

Yes

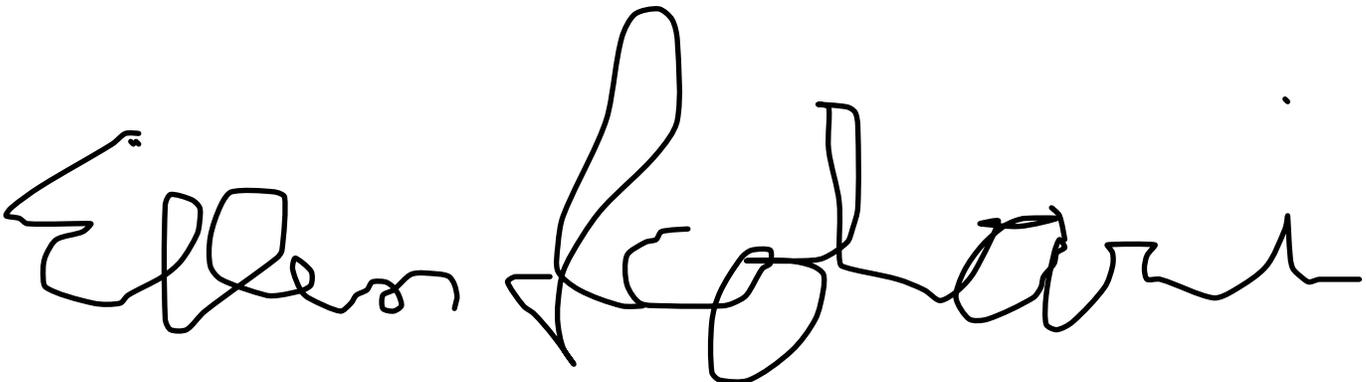
13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to 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	9/11 - 1/12	Son was an employee of the school	He did not report to me	Garth Icolari
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: Appendix E - Disclosure of Financial Interest Form

Created Monday, July 22, 2013

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/a54e4deba66af6b06362621028aed3>

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:

Janet Patti

2. Charter School Name:

Staten Island Community 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:

(No response)

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Vice Chair/Vice President

-
- 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 response)

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				
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 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

Required Form: Appendix E - Disclosure of Financial Interest Form

Created Thursday, January 16, 2014

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-disclosure-of-financial-interest-form/9a16299c1ddee9e538f7678d10ede8>

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:

Lucille Swarns

2. Charter School Name:

Staten Island Community Charter School

3. Charter Authorizer:

NYC Department of Education

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

N/A

5. *Your Business Address | City/State

(No response)

5. *Your Business Address | Zip

(No response)

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: Academic Committe 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

Page 2

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

No

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

No

Signature of Trustee

•