

I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, June 17, 2014

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1. SCHOOL NAME

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

320900860823 HARRIET TUBMAN CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 9

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
3565 Third Ave Bronx, NY 10456	718-537-9912	718-537-9858	[REDACTED]

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Cleveland Person
Title	Principal
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

HTCSBronx.org

6. DATE OF INITIAL CHARTER

2000-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2001-09-01 00:00:00

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

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

• K

• 1

• 2

• 3

• 4

• 5

• 6

• 7

• 8

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

Yes/No	Name of CMO/EMO
Yes	Edison Learning

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

	Name	Work Phone	Alternate Phone	Email Address	Contact this individual also in emergencies
CEO (e.g., network superintendent)	Jeff Wahl	[REDACTED]		[REDACTED]	No
CFO (e.g., network CFO)	David Peek	[REDACTED]		[REDACTED]	Yes
Compliance Contact	Drew Laskowski	[REDACTED]		[REDACTED]	Yes

11. FACILITIES

Will the School maintain or operate multiple sites?

Yes, 2 sites

12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CS D	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	3565 Third Ave Bronx, NY 10456	718 5379912	CSD 9	k-4	Yes	Rent/Lease
Site 2	1176 Franklin Ave Bronx, NY	718 9914181	CSD 9	5-8	No	Rent/Lease

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

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

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

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

13. Are the School sites co-located?

No

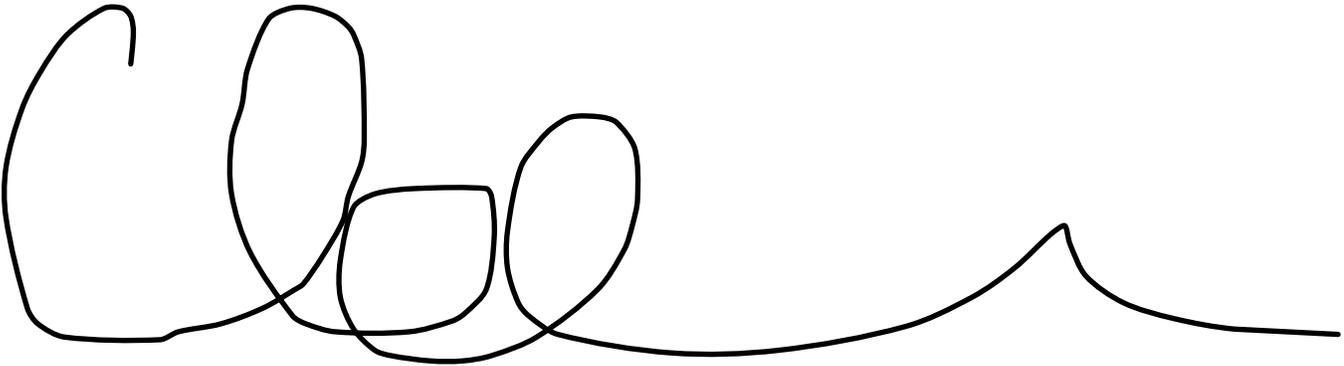
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, consisting of several large, overlapping loops followed by a long, sweeping horizontal stroke that ends in a small peak and then tapers off.

Signature, President of the Board of Trustees

A handwritten signature in black ink, featuring a large initial 'C' followed by a series of sharp, vertical strokes and a long, sweeping horizontal stroke that ends in a small peak and then tapers off.

Thank you.

Appendix A: Progress Toward Goals

Created Tuesday, July 22, 2014

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Charter School Name: 320900860823 HARRIET TUBMAN CS

1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/reportcard.php?instid=800000046300&year=2013&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attenda>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Harriet Tubman will remain a Charter School in Good Standing	The NYSED Report card		
Academic Goal 2	HTCS will make adequate yearly progress in grades 3-8 in English Language Arts Mathematics and science each year.	The Commissioner's established State Benchmarks and Annual Measurable Outcomes.		
Academic Goal 3	Harriet Tubman Charter School will exceed the percentage of students performing at Levels III and IV overall as compared to CSD #9 in English Language Arts on an annual basis	NYC DOE data that lists the overall performance averages for HTCS and CSD 9.		
Academic Goal 4	Harriet Tubman Charter School will exceed the percentage of students performing at Levels III and IV overall as compared to CSD #9 in Math on an annual basis	NYC DOE data that lists the overall performance averages for HTCS and CSD 9		
Academic Goal 5	The percentage of students scoring at Levels 3 and 4 on the ELA examination will increase by 4 percentage points per year.	The result of the NYSTP ELA Assessment		

Academic Goal 6	The percentage of students scoring at Levels 3 and 4 on the Mathematics examination will increase by 4 percentage points per year.	The result of the NYSTP Math Assessment
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Academic Goal 7 The percentage of students in Grade 5 and 8 scoring at Levels 3 and 4 on the NYS Science examination will increase by 4 percentage points each year

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

(No response)

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Student attendance will continue to be 90 percent at minimum, increasing to 93 percent over the life of the charter.	Analysis of the ATS data.		
Org Goal 2	Ninety percent of the students in grades K-7 will re-enroll at the school each year.	Analysis of the ATS data.		
Org Goal 3	The school will maintain a wait list equal to at least 50 percent of the schools enrollment over the life of the charter.	Hand-count of application forms		
Org Goal 4	Teachers will express an overall satisfaction rate between 6 and 7 each year.	Harris Survey Data		
Org Goal 5	Parents will express an overall satisfaction rate between 6 and 7 each year.	Harris Survey Data		

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Harriet Tubman Charter School will meet its annual budget targets as set by the Board approved budget each year.	Annual Board approved budget		

Appendix A: Progress Toward Goals

Created Tuesday, June 17, 2014

Page 1

Charter School Name: 320900860823 HARRIET TUBMAN CS

1. NEW YORK STATE REPORT CARD

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(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).

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2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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2a1. Do have more academic goals to add?

(No response)

2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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2a2. Do have more academic goals to add?

(No response)

2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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2b.1 Do you have more organizational goals to add?

(No response)

2013-14 Progress Toward Attainment of Organizational Goals

Organizational Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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Appendix I: Teacher and Administrator Attrition

Created Tuesday, June 17, 2014

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Charter School Name: 320900860823 HARRIET TUBMAN CS

Instructions for completing the Teacher and Administrator Attrition Tables
Board of Regents-authorized charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
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2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
4	0	0

Thank you

Appendix J: Uncertified Teachers

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Charter School Name: 320900860823 HARRIET TUBMAN CS

Note Definition of FTE:

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

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

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

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	3
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	3

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

42

Thank you.



Cleveland Person, *Principal*

Cliff Frazier, Chairman, *Board of Trustees*

Staff Directory - Elementary Academy - REVISED 12/16/13

“Note: All email addresses begin with “first name.last name” and end with “@tubman.edisonlearning.com”

Building Supervisors and Administrators		Ext.	Rm.
Cleveland Person	Principal	241	B01
Jonathan Maniotis	Elementary Academy Director	326	10
Director of Operations			
	Michael Taylor	313	B15
Office Personnel			
Rosalyn Addo	Finance Specialist	317	B15
Desiree Marrero	Data Owner	312	21
Shanelle Trenard	Secretary	221	01
Elementary Academy Teachers		Ext.	Rm.
Zena Nunez	K-1	307	06
Desiree Larmon	K-2	306	06B
Lauren Shelly	K-3	239	06
Alisha Montoya	1-1	244	38
Nicole Alicea	1-2	322	05
Kalena Lasaponaro	1-3	324	04
Michele Avila	2-1	323	07
Shemeka Hood	2-2	320	09
Matthew Moran	2-3	319	08
July Sencion	3-1	250	12
Genesis McGrew	3-1 SPED	301	02
Yanique Kirlew	3-2	301	02
Cassandra Caceres	3-3	321	11
Heather Moore	4-1	222	19
Shaun Haft	4-1 SPED	222	19
Sandra Leiser	4-2	228	13
Jane Park	4-3	226	14
Bianca Raysor	SETTS / Elementary Academy	227	B12
Lloydette Simms	Building Substitute Teacher	N/A	N/A
Yunery Brito	ELL Teacher	311	B04
Specials		Ext.	Rm.
Sara Phara-Faith Dorleans	Foreign Language (French)	225	18
Stejha Meekins	Music	237	B14
Angela Reid	Dance	329	B 08
Dennis Ubriaco	Physical Education	N/A	N/A
Dionne Vincent	Art	224	22
Yvette Betances	AIS Instructor	231	N/A
Teacher Assistants		Ext.	Rm.
Tamer Washington	K-1	307	06
Aiesha King	K-2	306	06B
Marilyn Richburg	K-3	239	06
Tanikwah Brown	1-1, 1-2, 1-3	N/A	38-05-04
Zuleika Baez	2-1, 2-2, 2-3	N/A	07-09-08
Jeremy Forbes	3-2	222	19
Melissa Urena	3-3	N/A	12-02-11
Anniessa Parillon	4-2	228	13
Terrell Lowery	4-3	226	14
Support Personnel		Ext.	Rm.
Sulaiman Laguda	Technology Manager	327	03
Elizabeth Malave	Social Worker	243	B07
Victoria Maguire	Psychologist	N/A	N/A
Shannon Osborne	Student Activities Coordinator	233	B02
Ms. Perez	School Nurse	231	B
School Aide			
Franklin Branch	School Aide	221	01
Gina Lopez	School Aide	221	01
Food Services		Ext.	Rm.
Brenda Savage	Cafeteria School Aide	242	B10
April Coleman	Cafeteria School Aide	242	B10
Billy Johnson	Cafeteria School Aide	242	E10
Security Officers		Ext.	Rm.
Franchesca Rios, Supervisor of Security	Andre Rodriguez	Latoya Iyasere	251 N/A
Brandon Ryant, Building Supervisor	Jeffries Andelis	Natalia Peralta	251 N/A
Maintenance Personnel		Ext.	Rm.
Marcus Smith	Anna Batista	N/A	N/A
Jamar Ford		N/A	N/A
Additional Rooms			
	Cafeteria	242	B
	Conference Room	249	B
	Computer Room	223	B
	Teachers' Lounge	305	B

Building Supervisors and Administrators			Ext.	Fl.
Cleveland Person	Principal		101	3 rd
Felicia Yarber	Junior Academy Director		102	4 th
Director of Operations			Ext.	Fl.
Michael Taylor			103	2 nd
Office Personnel			Ext.	Fl.
Deborah Stringfellow	Administrative Assistant		100	2 nd
Junior Academy Teachers			Ext.	Fl.
Hailey DeSimone	5-1, ELA (5G)		104	3 rd
Christina Del Giudice	5-1, SPED (5G & 6G) Math/Science		104	3 rd
Derrick Davis	5-2, Math (5G)		113	3 rd
Judith Morgan	5-3, Science (5G & 6G)		105	3 rd
Zaret Jimenez	6-1, Social Studies (5G & 6G)		112	3 rd
Sharon Garlick	6-1, SPED (5G & 6G) ELA/SS		112	3 rd
Alyssa Colon-Garcia	6-2, ELA (6G)		107	3 rd
Renee Irby	6-3, Math (6G)		106	3 rd
Robin Goddard	7-1, ELA		109	4 th
Amy Jabbar	7-1, SPED (7G & 8G) ELA/SS		109	4 th
Nordia Lemon	7-2, Math (7G)		117	4 th
Ana Cabrera-Espinal	7-3, Social Studies (7G & 8G)		108	4 th
Everard Brown	8-1, Math (8G)		110	4 th
Loretta Grief	8-1, SPED (7G & 8G) Math/Science		110	4 th
Keisha Lindsay	8-2, ELA (8G)		114	4 th
Liberty Bennett	8-3, Science (7G & 8G)		111	4 th
Selene Crawford	Building Substitute		N/A	N/A
VACANCY	JA ELL		120	2 nd
Bianca Raysor	SETTS/Junior Academy		130	2 nd
Specials			Ext.	Fl.
Michael McCoy	Physical Education/Health		115	2 nd
Natlee Lewis	Creative Writing Teacher		126	4 th
VACANCY	Foreign Language		116	4 th
Avid Williams	Music		125	2 nd
Karen Asare	AIS		130	N/A
Teacher Assistants			Ext.	Fl.
Jennifer Soto De Marmol	5G		N/A	N/A
Maegan Leger	6G		N/A	N/A
VACANCY	7G		N/A	N/A
Harold Jones	8G		N/A	N/A
Support Personnel			Ext.	Fl.
Victoria Maguire	School Psychologist		129	3 rd
Laurine Davis	Guidance Counselor		128	3 rd
Elilizabeth Malave	Social Worker		N/A	N/A
Augustine Rhem	User Service Technician		119	4 th
Shannon Osborne	Student Activities		N/A	N/A
Jacque Simon	School Nurse		124	1 st
School Aide			Ext.	Fl.
Madeline Santiago	5G		N/A	3 rd
Candice Scarlett-Coy	6G		N/A	3 rd
Taniqua Steele	7G & 8G		119	4 th
Food Services			Ext.	Fl.
Natasha Ford	Food Services Coordinator		131	1 st
Natassja Thomas	Food Services Coordinator Assistant		131	1 st
Dolores Crespo	Cafeteria School Aide		131	1 st
Olufemi Onafuwa	Cafeteria School Aide		131	1 st
Security Personnel			Ext.	Fl.
Franchesca Rios, Supervisor of Security	O'Shane Grizzle	Olbyn Eligio	123	2 nd
Luis Vazquez, Building Supervisor	Tyasia Young	Garnetta Parker	123	2 nd
Delores Dunbar	Stacy Dennison			
Maintenance			Ext.	Fl.
Ray Dunbar, Supervisor	Maintenance		122	1 st
Additional Phone Lines			Ext.	Fl.
Cafeteria Hallway			121	B
Library			130	3 rd
Teachers' Lounge			127	B

Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Tuesday, July 15, 2014

Updated Thursday, July 31, 2014

Page 1

Charter School Name: 320900860823 HARRIET TUBMAN CS

B. Financial Information

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

1. Total Expenditures Per Child

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

1. Total Expenditures Per Child Line 1: Total Expenditures	10361043
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	652
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	15891

2. Administrative Expenditures per Child

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

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

Please note the following:

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

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

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

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

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	389448
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	0
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	389448
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	652
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	597

Thank you.

Hariet Tubman Charter School Costs per student

Costs per student

Total Expenses per student	652	\$	10,361,043	\$	15,891
Total Admin Expenses per student	652	\$	389,448	\$	597

Harriet Tubman Charter School

Financial Report with Supplementary Information
(in accordance with *Government Auditing Standards* and
OMB Circular A-133)
June 30, 2014

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Independent Auditor's Report

To the Board of Trustees
Harriet Tubman Charter School
Bronx, New York

Report on the Financial Statements

We have audited the accompanying financial statements of Harriet Tubman Charter School (the School), which comprise the statements of financial position as of June 30, 2014 and 2013, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2014 and 2013, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying schedule of expenditures of federal awards for the year ended June 30, 2014, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2014 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the 2014 financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our reports dated October 31, 2014 and November 1, 2013 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of those reports is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. Those reports are an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



New York, New York
October 31, 2014

Harriet Tubman Charter School

Statements of Financial Position
June 30, 2014 and 2013

Assets	2014	2013
Cash	\$ 1,062,789	\$ 1,113,258
Cash - Restricted	75,000	75,000
Grants Receivable	239,918	200,616
Deferred Lease Premium, net	425,000	510,000
Property and Equipment, net	1,044,693	1,247,425
Other Assets	180,515	251,993
Total assets	\$ 3,027,915	\$ 3,398,292
Liabilities and Net Assets		
Liabilities		
Accounts payable and accrued expenses	\$ 58,920	\$ 16,135
Capital lease payable	22,883	31,426
Refundable advances	347,635	360,827
Due to management company	2,011,722	2,015,008
Deferred rent	90,495	133,248
Total liabilities	2,531,655	2,556,644
Commitments and Contingencies		
Net Assets		
Unrestricted:		
Undesignated	395,895	741,283
Board-designated	75,000	75,000
Temporarily restricted - scholarships	25,365	25,365
Total net assets	496,260	841,648
Total liabilities and net assets	\$ 3,027,915	\$ 3,398,292

See Notes to Financial Statements.

Harriet Tubman Charter School

**Statements of Activities
Years Ended June 30, 2014 and 2013**

	2014	2013
Unrestricted Net Assets		
Operating revenue:		
State and local per pupil operating revenue	\$ 9,245,244	\$ 9,176,384
Government grants and contracts	678,149	779,845
Total operating revenue	9,923,393	9,956,229
Operating expenses:		
Program services:		
Regular education	6,915,099	6,373,530
Special education	749,711	641,928
Other programs	1,002,665	776,337
Management and general	1,655,413	2,350,257
Total operating expenses	10,322,888	10,142,052
Net loss from School operations	(399,495)	(185,823)
Contributions	20,674	36,213
Other income	35,033	18,430
Fund-raising	(1,600)	(6,351)
Change in unrestricted net assets	(345,388)	(137,531)
Net Assets		
Beginning	841,648	979,179
Ending	\$ 496,260	\$ 841,648

See Notes to Financial Statements.

Harriet Tubman Charter School

Statement of Functional Expenses
Year Ended June 30, 2014

	Program Services			Supporting Services			Total
	Regular Education	Special Education	Other Programs	Total Programs	Management and General	Fund-Raising	
Salaries and Wages	\$ 3,173,913	\$ 381,256	\$ 535,986	\$ 4,091,155	\$ 307,381	\$ -	\$ 4,398,536
Payroll Taxes and Employee Benefits	947,591	114,342	160,341	1,222,274	91,999	-	1,314,273
Equipment Maintenance and Repairs	98,646	11,903	16,692	127,241	9,577	-	136,818
Subscriptions	12,260	-	-	12,260	-	-	12,260
Contracted Services	73,192	8,832	12,385	94,409	7,106	-	101,515
Occupancy	896,311	108,154	151,664	1,156,129	87,021	-	1,243,150
Supplies	17,892	2,159	3,027	23,078	1,737	-	24,815
Instructional Materials	203,478	-	-	203,478	-	-	203,478
Telephone and Internet	47,662	5,751	8,065	61,478	4,627	-	66,105
Insurance	27,849	3,360	4,712	35,921	2,704	-	38,625
Food	292,642	-	-	292,642	-	-	292,642
Field Trips	16,593	-	-	16,593	-	-	16,593
Fund-Raising	-	-	-	-	-	1,600	1,600
Staff Development	25,427	1,979	-	27,406	-	-	27,406
Utilities	161,378	19,473	27,307	208,158	15,668	-	223,826
Management Fee	432,785	33,679	-	466,464	947,064	-	1,413,528
Travel	17,004	2,052	2,877	21,933	1,651	-	23,584
Professional Fees	-	-	-	-	131,548	-	131,548
Interest Expense	-	-	-	-	1,653	-	1,653
Other	65,468	7,900	11,078	84,446	6,356	-	90,802
Depreciation and Amortization	405,008	48,871	68,531	522,410	39,321	-	561,731
Totals	\$ 6,915,099	\$ 749,711	\$ 1,002,665	\$ 8,667,475	\$ 1,655,413	\$ 1,600	\$ 10,324,488

See Notes to Financial Statements.

Harriet Tubman Charter School

Statement of Functional Expenses
Year Ended June 30, 2013

	Program Services				Supporting Services			Total
	Regular Education	Special Education	Other Programs	Total Programs	Management and General	Fund-Raising	Fund-Raising	
Salaries and Wages	\$ 2,847,919	\$ 316,715	\$ 404,272	\$ 3,568,906	\$ 620,442	\$ -	\$ -	\$ 4,189,348
Payroll Taxes and Employee Benefits	864,198	96,107	122,676	1,082,981	188,273	-	-	1,271,254
Equipment Maintenance and Repairs	92,447	10,281	13,123	115,851	20,140	-	-	135,991
Subscriptions	3,665	-	-	3,665	-	-	-	3,665
Contracted Services	155,215	17,261	22,033	194,509	33,815	-	-	228,324
Occupancy	839,110	93,317	119,115	1,051,542	182,807	-	-	1,234,349
Supplies	21,525	2,394	3,056	26,975	4,689	-	-	31,664
Instructional Materials	168,400	-	-	168,400	-	-	-	168,400
Telephone and Internet	34,911	3,886	10,705	49,502	16,429	-	-	65,931
Insurance	25,495	2,835	3,619	31,949	5,554	-	-	37,503
Food	301,668	-	-	301,668	-	-	-	301,668
Field trips	6,558	-	-	6,558	-	-	-	6,558
Fund-Raising	-	-	-	-	-	-	6,351	6,351
Staff Development	9,489	781	-	10,270	-	-	-	10,270
Utilities	106,237	11,815	15,081	133,133	23,145	-	-	156,278
Assessments	8,939	994	1,269	11,202	1,948	-	-	13,150
Management Fee	455,302	37,449	-	492,751	1,000,435	-	-	1,493,186
Travel	19,140	2,129	2,717	23,986	4,170	-	-	28,156
Professional Fees	-	-	-	-	156,218	-	-	156,218
Interest Expense	-	-	-	-	2,149	-	-	2,149
Other	78,913	8,776	11,202	98,891	17,192	-	-	116,083
Depreciation and Amortization	334,399	37,188	47,469	419,056	72,851	-	-	491,907
Totals	\$ 6,373,530	\$ 641,928	\$ 776,337	\$ 7,791,795	\$ 2,350,257	\$ 6,351	\$ 6,351	\$ 10,148,403

See Notes to Financial Statements.

Harriet Tubman Charter School

**Statements of Cash Flows
Years Ended June 30, 2014 and 2013**

	2014	2013
Cash Flows From Operating Activities		
Change in net assets	\$ (345,388)	\$ (137,531)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	561,731	491,907
Amortization of deferred rent	(42,753)	(5,229)
Changes in operating assets and liabilities:		
(Increase) decrease in grants receivable	(39,302)	246,287
Decrease (increase) in other assets	71,478	(48,431)
Increase (decrease) in accounts payable and accrued expenses	42,785	(71,768)
(Decrease) in refundable advances	(13,192)	(154,261)
(Decrease) increase in due to management company	(3,286)	228,718
Net cash provided by operating activities	232,073	549,692
Cash Flows Used In Investing Activities - purchase of property and equipment	(273,999)	(799,840)
Cash Flows Used In Financing Activities - payments on capital lease	(8,543)	(8,046)
Net decrease in cash	(50,469)	(258,194)
Cash		
Beginning	1,113,258	1,371,452
Ending	\$ 1,062,789	\$ 1,113,258
Supplementary Disclosures of Cash Flow Information		
Cash paid for interest	\$ 1,653	\$ 2,149

See Notes to Financial Statements.

Harriet Tubman Charter School

Notes to Financial Statements

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

Organization and principal business activity: Harriet Tubman Charter School (the School) is an educational corporation that operates in the borough of The Bronx, New York. On January 13, 2000, the Board of Regents of the University of the State of New York granted the School a provisional charter valid for a term of five years and renewable upon expiration. The School is now on its fourth charter renewal, which will expire on June 30, 2016.

The School is designed to help students develop the skills to become leaders who read, think, write and communicate at high levels. The School's mission is to prepare students for success throughout their college years and beyond.

In fiscal years 2014 and 2013, the School operated classes for students in kindergarten and grades one through eight. The School is split into two academies: K-4 Elementary Academy and 5-8 Junior Academy.

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

Basis of accounting and financial statement presentation: The financial statements of the School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America. Accordingly, net assets are classified as unrestricted, temporarily restricted or permanently restricted based on the designation of donors. At June 30, 2014 and 2013, the School had no permanently restricted net assets.

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

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

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

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

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

Harriet Tubman Charter School

Notes to Financial Statements

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

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

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

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

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

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

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

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

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

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

Use of estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from these estimates.

Income taxes: The Internal Revenue Service has determined that the School is exempt from federal income taxes under Section 501(c)(3) of the Code and from state income taxes. Management evaluated the School's tax positions and concluded that the School had taken no uncertain tax positions that require adjustment or disclosure to these financial statements. With few exceptions, the School is no longer subject to income tax examinations by U.S. federal, state, or local tax authorities for tax years before 2010, which is the standard statute of limitations look-back period.

Reclassifications: For comparability, certain 2013 amounts have been reclassified, to conform with the financial statement presentation used in 2014. Such reclassifications had no effect on previously reported total net assets or changes in net assets.

Harriet Tubman Charter School

Notes to Financial Statements

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

Subsequent events: The School evaluates events occurring after the date of the financial statements to consider whether or not the impact of such events needs to be reflected and/or disclosed in the financial statements. Such evaluation is performed through the date the financial statements are available for issuance, which was October 31, 2014 for these financial statements.

Recently issued accounting pronouncements: In October 2012, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) 2012-04, *Technical Corrections and Improvements*. The amendments in this update cover a wide range of topics including technical corrections and improvements to the Accounting Standards Codification and conforming amendments related to fair value measurements. The amendments in this update will generally be effective for fiscal periods beginning after December 15, 2013 for nonpublic entities, except for amendments in this update where there was no transition guidance and which were immediately effective upon issuance. There were no changes to the School's financial statements resulting from the adoption of this ASU.

Note 2. Property and Equipment, Net

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

	2014	2013	Useful Life
Leasehold improvements	\$ 1,347,433	\$ 1,131,987	Term of lease
Computer and equipment	733,566	689,121	3 - 5 years
Durable curriculum materials	136,205	136,205	3 years
Furniture and fixtures	244,298	230,190	7 years
Playground	97,000	97,000	8 years
	<u>2,558,502</u>	<u>2,284,503</u>	
Less accumulated depreciation and amortization	1,513,809	1,037,078	
	<u>\$ 1,044,693</u>	<u>\$ 1,247,425</u>	

Depreciation and amortization expense for the years ended June 30, 2014 and 2013, net of amortization of deferred lease premium, was \$476,731 and \$406,907, respectively.

Note 3. Management Agreement

The School has a management agreement with Edison Learning, Inc. (Edison) through June 30, 2014. The agreement requires Edison to manage the day-to-day operations of the School, including management of the School's financial resources. As compensation for its services and the financial risks it bears, Edison is to receive a fee equal to 15% of all external public funds received by the School. Total management fees earned by Edison in fiscal 2014 and 2013 amounted to \$1,413,528 and \$1,493,186, respectively.

Harriet Tubman Charter School

Notes to Financial Statements

Note 3. Management Agreement (Continued)

As of June 30, 2014 and 2013, the School owed Edison \$2,011,722 and \$2,015,008, respectively, for unpaid cash advances and management fees. The management agreement with Edison terminated on June 30, 2014. Subsequent to that date, Edison is continuing to provide certain management services on a month-to-month basis, and as of September 9, 2014 the \$2,011,722 owed to Edison has been fully paid.

Note 4. Contingencies

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

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

Note 5. Commitments

On August 20, 2004, the School entered into a long-term lease agreement for its facilities expiring on December 31, 2024. In July 2012, the School entered into a new lease agreement for a second building expiring in June 2016. Future minimum lease payments under these leases are as follows:

Year Ending June 30,

2015	\$ 693,914
2016	705,388
2017	327,030
2018	342,600
2019	342,600
Thereafter	117,300
	<u>\$ 2,528,832</u>

Rent expense charged to operations amounted to \$675,856 and \$701,285 for the years ended June 30, 2014 and 2013, respectively. Deferred rent of \$90,495 and \$133,248 represents the obligation for the accumulated rent expense recorded by the School from the inception of the lease in excess of the required lease payments through June 30, 2014 and 2013, respectively.

The School entered into a surrender agreement with the landlord and the previous tenant on June 30, 2004. Under the terms of the agreement, cash payments and a promissory note totaling \$1,275,000 were provided to the landlord and the previous tenant in exchange for the release from a previous commitment from a prior lease agreement. This amount is shown as a deferred lease premium in the financial statements and is being amortized over 15 years. At June 30, 2014 and 2013, the balance of the deferred lease premium is \$425,000 and \$510,000, net of total accumulated amortization of \$850,000 and \$765,000, respectively.

Harriet Tubman Charter School

Notes to Financial Statements

Note 5. Commitments (Continued)

The School leases copier equipment under a capital lease agreement expiring in November 2016. The lease is payable in aggregate monthly installments of \$850, including imputed interest at 6% per annum. At June 30, 2014, the future minimum lease payments under the capital lease together are as follows:

Year Ending June 30,

2015	\$ 10,196
2016	10,196
2017	<u>4,248</u>
Total minimum lease payments	24,640
Less amount representing interest	<u>(1,757)</u>
Capital lease payable	<u><u>\$ 22,883</u></u>

Note 6. Employee Benefit Plan

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

Employer contributions to the Plan are determined by the Plan's Chief Actuary of the Office of the Actuary in accordance with State statutes and City laws, and include amounts to reduce the Plan's underfunding. During the years ended June 30, 2014 and 2013, the School contributed \$346,082 and \$306,186, respectively, to the Plan.

The audited financial statements of the Plan, as of and for the year ended June 30, 2013, reported total assets, at fair value of \$44,569,555,000. The funded status of the Plan as of June 30, 2011, the most recent actuarial valuation date, is as follows:

	<u>Amounts in Thousands</u>
Actuarial value of assets	\$ 33,601,537
Actuarial accrued liability	<u>57,702,731</u>
Unfunded actuarial accrued liability	<u><u>\$ (24,101,194)</u></u>
Funded status	<u><u>58.2%</u></u>



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

To the Board of Trustees
Harriet Tubman Charter School
Bronx, New York

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Harriet Tubman Charter School (the School), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report dated October 31, 2014.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of This Report

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

McGladrey LLP

New York, New York
October 31, 2014



**Independent Auditor's Report on Compliance for Each Major Federal Program
and on Internal Control Over Compliance**

To the Board of Trustees
Harriet Tubman Charter School
Bronx, New York

Report on Compliance for Each Major Federal Program

We have audited Harriet Tubman Charter School's (the School) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that could have a direct and material effect on its major federal program for the year ended June 30, 2014. The School's major federal program is identified in the summary of independent auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for the School's major program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the School's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination on the School's compliance.

Opinion on the Major Federal Program

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the major federal program for the year ended June 30, 2014.

Report on Internal Control Over Compliance

Management of the School is responsible for establishing and maintaining effective internal control over compliance with the type of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the School's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the School's internal control over compliance.

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

Our consideration of internal control over compliance 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 compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirement of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

McGladrey LLP

New York, New York
October 31, 2014

Harriet Tubman Charter School

**Schedule of Expenditures of Federal Awards
Year Ended June 30, 2014**

Federal Grantor/Pass-Through Agency/Program Title	CFDA No.	Federal Expenditures
U.S. Department of Education Passed Through the New York State Education Department		
Grants to Local Educational Agencies (Title I, Part A)	84.010	\$ 350,636
Special Education - Grants to States (IDEA Part B)	84.027	<u>67,008</u>
Total		<u>417,644</u>
U.S. Department of Agriculture Passed Through the New York State Education Department		
Child Nutrition Cluster:		
National School Lunch Program (NSLP)	10.555	205,560
School Breakfast Program (SBP)	10.553	<u>47,561</u>
Total Child Nutrition Cluster		<u>253,121</u>
Total expenditures of federal awards		<u><u>\$ 670,765</u></u>

Note 1. Basis of Presentation

The schedule of expenditures of federal awards includes the federal grant activity of the School under programs of the federal government for the year ended June 30, 2014 and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

Harriet Tubman Charter School

**Schedule of Findings and Questioned Costs
Year Ended June 30, 2014**

I. Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

• Material weakness(es) identified?

___ yes √ no

• Significant deficiency(ies) identified?

___ yes √ none reported

Noncompliance material to financial statements noted?

___ yes √ no

Federal Awards

Internal control over major program(s):

• Material weakness(es) identified?

___ yes √ no

• Significant deficiency(ies) identified?

___ yes √ none reported

Type of auditor's report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133?

___ yes √ no

Identification of Major Program(s)

CFDA Number

84.010

Agencies

Name of Program Name or Cluster

U.S. Department of Education
Grant to Local Educational

(Title I, Part A)

Dollar threshold used to distinguish between type A and type B programs:

\$300,000

Auditee qualified as low-risk auditee?

√ yes ___ no

(Continued)

Harriet Tubman Charter School

**Schedule of Findings and Questioned Costs
Year Ended June 30, 2014**

II. Financial Statement Findings

Internal Control Finding

None noted.

Compliance Finding

None noted.

III. Findings and Questioned Costs for Federal Awards

Compliance Finding

None noted.

Internal Control Over Compliance Finding

None noted.



HARRIET TUBMAN CHARTER SCHOOL

ELEMENTARY ACADEMY CAMPUS

3585 THIRD AVENUE
BRONX NY 10456
PH#(718)537-9812 FX#(718)537-9858

JUNIOR ACADEMY CAMPUS

1178 FRANKLIN AVENUE
BRONX NY 10456
PH#(718)991-4181 FX#(718)991-6713

WWW.HTCSBRONX.ORG



Cheryl Ann Perini, Principal

Cheryl Ann Perini, Principal

October 31, 2014

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS YEAR ENDED June 30, 2014

Identifying Number: 12-01 Account Analysis and Reconciliation

Audit Finding: Misstatements noted in the trial balance initially provided for auditor reviewed pertain to revenue recognition, capitalization of property and equipment, including equipment acquired through capital lease, accrual of expenses, straight lining of operating leases and related deferred liability, and calculation of management fees. Significant audit adjustments were made to the trial balance initially provided for our audit. Analysis and reconciliation of major financial statement accounts should be regularly performed during the course of the year to enhance the reliability of the School's financial records and facilitate the preparation of fairly presented financial statements.

Status Update:

Revenue Recognition for Student attendance was ok this year, but there was poor communication between Edison and myself regarding Title I and IIA revenue for this year. As a result of this being off and schedule of expenditure of federal awards was also off. Next year we will insure that all billings that are recorded are the final submissions.

Capitalization of Capital Equipment was off. I missed the difference as the General Ledger adjusting entry had been made last year but the itemized list had not been adjusted to include the additional items.

All the adjustments have been corrected and are reflective in 2014 financial report and schedule of federal award expenditures.



Thomas Torre, CFO HTCS Date

Harriet Tubman Charter School Budget / Operating Plan 2014-15															
Total Revenue		10,312,449	-	1,064,290	1,064,290	-	3,192,869	3,192,869	-	3,192,869	3,192,869	-	3,192,869	3,192,869	
Total Expenses		10,361,042	-	2,058,494	(2,058,494)	-	2,844,075	(2,844,075)	-	2,844,075	(2,844,075)	-	2,844,075	(2,844,075)	
Net Income		(48,593)	-	(994,204)	(994,204)	-	348,794	348,794	-	348,794	348,794	-	348,794	348,794	
Actual Student Enrollment		-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Paid Student Enrollment		-	-	-	-	-	-	-	-	-	-	-	-	-	
Prior Year Actual 2013-14		1st Quarter - 7/1 - 9/30			2nd Quarter - 10/1 - 12/31			3rd Quarter - 1/1 - 3/31			4th Quarter - 4/1 - 6/30				
		Original	Current	Variance	Original	Current	Variance	Original	Current	Variance	Original	Current	Variance		
REVENUE															
* If there are NO budget revisions at the time of quarterly submittal leave 'CURRENT' Column(s) COMPLETELY BLANK. IF Current Column(s) are left blank the Original Budget numbers for that particular quarter will flow to the TY Current Budget AND to the Quarterly Tab. IF Current Budget column is utilized, the ORANGE CELLS MUST be filled in first for the entire column to register. If utilizing the CURRENT BUDGET column the entire column should be completed.															
REVENUES FROM STATE SOURCES															
Per Pupil Revenue		CY Per Pupil Rate													
Harriet Tubman Charter School		10,523	9,538,216	-	990,487	990,487	-	2,971,460	2,971,460	-	2,971,460	2,971,460	-	2,971,460	2,971,460
School District 2 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 3 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 4 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 6 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 7 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 8 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 9 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 10 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 11 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 12 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 13 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 14 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District 15 (Enter Name)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
School District - ALL OTHER		-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)		10,523	9,538,216	-	990,487	990,487	-	2,971,460	2,971,460	-	2,971,460	2,971,460	-	2,971,460	2,971,460
Special Education Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Stimulus		-	-	-	-	-	-	-	-	-	-	-	-	-	-
DYCD (Department of Youth and Community Developm.)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM STATE SOURCES		9,538,216	-	990,487	990,487	-	2,971,460	2,971,460	-	2,971,460	2,971,460	-	2,971,460	2,971,460	
REVENUE FROM FEDERAL FUNDING															
IDEA Special Needs		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title I		446,000	-	44,600	44,600	-	133,800	133,800	-	133,800	133,800	-	133,800	133,800	
Title Funding - Other		29,000	-	2,900	2,900	-	8,700	8,700	-	8,700	8,700	-	8,700	8,700	
School Food Service (Free Lunch)		247,151	-	25,040	25,040	-	75,120	75,120	-	75,120	75,120	-	75,120	75,120	
Grants		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		722,151	-	72,540	72,540	-	217,620	217,620	-	217,620	217,620	-	217,620	217,620	
LOCAL and OTHER REVENUE															
Contributions and Donations		940	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising		42,178	-	-	-	-	-	-	-	-	-	-	-	-	-
Erate Reimbursement		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Earnings on Investments		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest Income		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Food Service (Income from meals)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Text Book		-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER		8,964	-	1,263	1,263	-	3,789	3,789	-	3,789	3,789	-	3,789	3,789	
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		52,082	-	1,263	1,263	-	3,789	3,789	-	3,789	3,789	-	3,789	3,789	
TOTAL REVENUE		10,312,449	-	1,064,290	1,064,290	-	3,192,869	3,192,869	-	3,192,869	3,192,869	-	3,192,869	3,192,869	

Harriet Tubman Charter School															
Budget / Operating Plan															
2014-15															
	10,312,449	-	1,064,290	1,064,290	-	3,192,869	3,192,869	-	3,192,869	3,192,869	-	3,192,869	3,192,869		
Total Revenue	10,312,449	-	1,064,290	1,064,290	-	3,192,869	3,192,869	-	3,192,869	3,192,869	-	3,192,869	3,192,869		
Total Expenses	10,361,042	-	2,058,494	(2,058,494)	-	2,844,075	(2,844,075)	-	2,844,075	(2,844,075)	-	2,844,075	(2,844,075)		
Net Income	(48,593)	-	(994,204)	(994,204)	-	348,794	348,794	-	348,794	348,794	-	348,794	348,794		
Actual Student Enrollment	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Paid Student Enrollment	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Prior Year Actual 2013-14	Original	Current	Variance	Original	Current	Variance	Original	Current	Variance	Original	Current	Variance		
EXPENSES															
ADMINISTRATIVE STAFF PERSONNEL COSTS															
	No. of Positions														
69	Executive Management	155,819	-	42,957	(42,957)	-	42,957	(42,957)	-	42,957	(42,957)	-	42,957	(42,957)	
71	Instructional Management	202,000	-	50,500	(50,500)	-	50,500	(50,500)	-	50,500	(50,500)	-	50,500	(50,500)	
72	Deans, Directors & Coordinators	-	-	-	-	-	-	-	-	-	-	-	-	-	
73	CFD / Director of Finance	-	-	-	-	-	-	-	-	-	-	-	-	-	
74	Operation / Business Manager	1.00	102,544	-	26,163	(26,163)	-	26,163	(26,163)	-	26,163	(26,163)	-	26,163	(26,163)
75	Administrative Staff	3.00	130,049	-	35,712	(35,712)	-	35,712	(35,712)	-	35,712	(35,712)	-	35,712	(35,712)
76	TOTAL ADMINISTRATIVE STAFF	7.00	590,412	-	155,332	(155,332)	-	155,332	(155,332)	-	155,332	(155,332)	-	155,332	(155,332)
INSTRUCTIONAL PERSONNEL COSTS															
78	Teachers - Regular	14.00	2,132,933	-	238,509	(238,509)	-	715,527	(715,527)	-	715,527	(715,527)	-	715,527	(715,527)
79	Teachers - SPED	8.00	451,187	-	45,188	(45,188)	-	135,564	(135,564)	-	135,564	(135,564)	-	135,564	(135,564)
80	Substitute Teachers	2.00	75,000	-	7,500	(7,500)	-	22,500	(22,500)	-	22,500	(22,500)	-	22,500	(22,500)
82	Teaching Assistants	13.00	339,650	-	33,650	(33,650)	-	100,950	(100,950)	-	100,950	(100,950)	-	100,950	(100,950)
83	Specialty Teachers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
84	Aides	12.50	290,310	-	29,031	(29,031)	-	87,093	(87,093)	-	87,093	(87,093)	-	87,093	(87,093)
85	Therapists & Counselors	3.00	202,686	-	35,671	(35,671)	-	-	-	-	-	-	-	-	-
86	Other	-	147,382	-	42,125	(42,125)	-	42,125	(42,125)	-	42,125	(42,125)	-	42,125	(42,125)
87	Stipen & Bonus	52.90	-	-	-	-	-	-	-	-	-	-	-	-	-
88	TOTAL INSTRUCTIONAL	63.50	3,639,148	-	431,674	(431,674)	-	1,103,759	(1,103,759)	-	1,103,759	(1,103,759)	-	1,103,759	(1,103,759)
NON-INSTRUCTIONAL PERSONNEL COSTS															
90	Nurse	-	-	-	-	-	-	-	-	-	-	-	-	-	-
91	Librarian	-	-	-	-	-	-	-	-	-	-	-	-	-	-
92	Custodian	1.00	26,500	-	7,500	(7,500)	-	7,500	(7,500)	-	7,500	(7,500)	-	7,500	(7,500)
93	Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-
94	Other	3.00	142,475	-	14,248	(14,248)	-	42,744	(42,744)	-	42,744	(42,744)	-	42,744	(42,744)
95	TOTAL NON-INSTRUCTIONAL	4.00	168,975	-	21,748	(21,748)	-	50,244	(50,244)	-	50,244	(50,244)	-	50,244	(50,244)
96	SUBTOTAL PERSONNEL SERVICE COSTS	63.50	4,398,535	-	608,754	(608,754)	-	1,309,335	(1,309,335)	-	1,309,335	(1,309,335)	-	1,309,335	(1,309,335)
PAYROLL TAXES AND BENEFITS															
99	Payroll Taxes	321,675	-	79,393	(79,393)	-	79,393	(79,393)	-	79,393	(79,393)	-	79,393	(79,393)	
100	Fringe / Employee Benefits	444,435	-	298,552	(298,552)	-	298,552	(298,552)	-	298,552	(298,552)	-	298,552	(298,552)	
102	Retirement / Pension	346,082	-	-	-	-	-	-	-	-	-	-	-	-	-
103	TOTAL PAYROLL TAXES AND BENEFITS	1,312,192	-	377,945	(377,945)	-	377,945	(377,945)	-	377,945	(377,945)	-	377,945	(377,945)	
104	TOTAL PERSONNEL SERVICE COSTS	63.50	5,710,727	-	986,699	(986,699)	-	1,687,280	(1,687,280)	-	1,687,280	(1,687,280)	-	1,687,280	(1,687,280)
CONTRACTED SERVICES															
107	Accounting / Audit	104,613	-	33,750	(33,750)	-	33,750	(33,750)	-	33,750	(33,750)	-	33,750	(33,750)	
108	Legal	-	-	-	-	-	-	-	-	-	-	-	-	-	-
109	Management Company Fee	1,433,383	-	-	-	-	-	-	-	-	-	-	-	-	-
110	Nurse Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
111	Food Service / School Lunch	282,995	-	30,000	(30,000)	-	90,000	(90,000)	-	90,000	(90,000)	-	90,000	(90,000)	
112	Payroll Services	11,615	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Special Ed Services	-	-	86,250	(86,250)	-	86,250	(86,250)	-	86,250	(86,250)	-	86,250	(86,250)	
114	Talent Services (i.e. Title I)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
115	Other Purchased / Professional / Consulting	172,538	-	162,500	(162,500)	-	162,500	(162,500)	-	162,500	(162,500)	-	162,500	(162,500)	
116	TOTAL CONTRACTED SERVICES	2,005,144	-	312,500	(312,500)	-	372,500	(372,500)	-	372,500	(372,500)	-	372,500	(372,500)	
SCHOOL OPERATIONS															
119	Board Expenses	6,451	-	-	-	-	-	-	-	-	-	-	-	-	-
120	Classroom / Teaching Supplies & Materials	27,463	-	14,050	(14,050)	-	14,050	(14,050)	-	14,050	(14,050)	-	14,050	(14,050)	
121	Special Ed Supplies & Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-
122	Textbooks / Workbooks	81,892	-	39,125	(39,125)	-	39,125	(39,125)	-	39,125	(39,125)	-	39,125	(39,125)	
123	Supplies & Materials other	9,244	-	-	-	-	-	-	-	-	-	-	-	-	-
124	Equipment / Furniture	103,851	-	25,000	(25,000)	-	25,000	(25,000)	-	25,000	(25,000)	-	25,000	(25,000)	
125	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-	-
126	Technology	-	-	-	-	-	-	-	-	-	-	-	-	-	-
127	Student Testing & Assessment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
128	Field Trips	33,041	-	-	-	-	-	-	-	-	-	-	-	-	-
129	Transportation (student)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
130	Student Services - other	-	-	-	-	-	-	-	-	-	-	-	-	-	-
131	Office Expense	91,959	-	20,000	(20,000)	-	20,000	(20,000)	-	20,000	(20,000)	-	20,000	(20,000)	
132	Staff Development	1,697	-	-	-	-	-	-	-	-	-	-	-	-	-
133	Staff Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
134	Student Recruitment / Marketing	-	-	-	-	-	-	-	-	-	-	-	-	-	-
135	School Meals / Lunch	-	-	-	-	-	-	-	-	-	-	-	-	-	-
136	Travel (Staff)	-	-	4,250	(4,250)	-	4,250	(4,250)	-	4,250	(4,250)	-	4,250	(4,250)	
137	Fundraising	1,600	-	-	-	-	-	-	-	-	-	-	-	-	-
138	Other	167,289	-	37,675	(37,675)	-	37,675	(37,675)	-	37,675	(37,675)	-	37,675	(37,675)	
139	TOTAL SCHOOL OPERATIONS	524,487	-	140,100	(140,100)	-	140,100	(140,100)	-	140,100	(140,100)	-	140,100	(140,100)	
FACILITY OPERATION & MAINTENANCE															
142	Insurance	16,593	-	4,500	(4,500)	-	4,500	(4,500)	-	4,500	(4,500)	-	4,500	(4,500)	
143	Janitorial	194,063	-	47,500	(47,500)	-	47,500	(47,500)	-	47,500	(47,500)	-	47,500	(47,500)	
144	Building and Land Rent / Lease	718,609	-	194,945	(194,945)	-	194,945	(194,945)	-	194,945	(194,945)	-	194,945	(194,945)	
145	Repairs & Maintenance	170,722	-	37,250	(37,250)	-	37,250	(37,250)	-	37,250	(37,250)	-	37,250	(37,250)	
146	Equipment / Furniture	-	-	-	-	-	-	-	-	-	-	-	-	-	-
147	Security	289,941	-	75,000	(75,000)	-	75,000	(75,000)	-	75,000	(75,000)	-	75,000	(75,000)	
148	Utilities	223,295	-	56,000	(56,000)	-	56,000	(56,000)	-	56,000	(56,000)	-	56,000	(56,000)	
149	TOTAL FACILITY OPERATION & MAINTENANCE	1,613,243	-	415,195	(415,195)	-	415,195	(415,195)	-	415,195	(415,195)	-	415,195	(415,195)	
DEPRECIATION & AMORTIZATION															
152	RESERVES / CONTINGENCY	507,441	-	104,000	(104,000)	-	104,000	(104,000)	-	104,000	(104,000)	-	104,000	(104,000)	
153	TOTAL EXPENSES	10,361,042	-	2,058,494	(2,058,494)	-	2,844,075	(2,844,075)	-	2,844,075	(2,844,075)	-	2,844,075	(2,844,075)	
154	NET INCOME	(48,593)	-	(994,204)	(994,204)	-	348,794	348,794	-	348,794	348,794	-	348,794	348,794	

Harriet Tubman Charter School Budget / Operating Plan 2014-15						DESCRIPTION OF ASSUMPTIONS
6	Total Revenue	-	10,642,897	10,642,897	(10,312,449)	330,448
7	Total Expenses	-	10,590,719	(10,590,719)	10,361,042	(229,677)
8	Net Income	-	52,178	52,178	48,593	100,771
9	Actual Student Enrollment					
10	Total Paid Student Enrollment					
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68	EXPENSES					
69	ADMINISTRATIVE STAFF PERSONNEL COSTS					
70	Executive Management	1.00	-	171,828	(171,828)	155,819
71	Instructional Management	2.00	-	202,000	(202,000)	202,000
72	Deans, Directors & Coordinators	-	-	-	-	-
73	CFO / Director of Finance	-	-	-	-	-
74	Operation / Business Manager	1.00	-	104,652	(104,652)	102,544
75	Administrative Staff	3.00	-	142,848	(142,848)	130,049
76	TOTAL ADMINISTRATIVE STAFF	7.00	-	621,328	(621,328)	590,412
77						
78	INSTRUCTIONAL PERSONNEL COSTS					
79	Teachers - Regular	14.00	-	2,385,090	(2,385,090)	2,132,933
80	Teachers - SPED	8.00	-	451,880	(451,880)	451,187
81	Substitute Teachers	2.00	-	75,000	(75,000)	75,000
82	Teaching Assistants	13.00	-	336,500	(336,500)	339,650
83	Specialty Teachers	-	-	-	-	-
84	Aides	12.50	-	290,310	(290,310)	290,310
85	Therapists & Counselors	3.00	-	35,671	(35,671)	202,686
86	Other	Stipen & Bonus	-	168,500	(168,500)	147,382
87	TOTAL INSTRUCTIONAL	52.50	-	3,742,951	(3,742,951)	3,639,148
88						
89	NON-INSTRUCTIONAL PERSONNEL COSTS					
90	Nurse	-	-	-	-	-
91	Librarian	-	-	-	-	-
92	Custodian	1.00	-	30,000	(30,000)	26,500
93	Security	-	-	-	-	-
94	Other	3.00	-	142,480	(142,480)	142,475
95	TOTAL NON-INSTRUCTIONAL	4.00	-	172,480	(172,480)	168,975
96						
97	SUBTOTAL PERSONNEL SERVICE COSTS	63.50	-	4,536,759	(4,536,759)	4,398,535
98						
99	PAYROLL TAXES AND BENEFITS					
100	Payroll Taxes	-	-	317,572	(317,572)	321,675
101	Fringe / Employee Benefits	-	-	1,194,208	(1,194,208)	644,435
102	Retirement / Pension	-	-	-	-	346,082
103	TOTAL PAYROLL TAXES AND BENEFITS	-	-	1,511,780	(1,511,780)	1,312,192
104						
105	TOTAL PERSONNEL SERVICE COSTS	63.50	-	6,048,539	(6,048,539)	5,710,727
106						
107	CONTRACTED SERVICES					
108	Accounting / Audit	-	-	135,000	(135,000)	104,613
109	Legal	-	-	-	-	-
110	Management Company Fee	-	-	-	-	1,433,383
111	Nurse Services	-	-	-	-	-
112	Food Service / School Lunch	-	-	300,000	(300,000)	282,995
113	Payroll Services	-	-	-	-	11,615
114	Special Ed Services	-	-	345,000	(345,000)	-
115	Tilement Services (i.e. Title I)	-	-	-	-	(345,000)
116	Other Purchased / Professional / Consulting	-	-	650,000	(650,000)	172,538
117	TOTAL CONTRACTED SERVICES	-	-	1,430,000	(1,430,000)	2,005,144
118						
119	SCHOOL OPERATIONS					
120	Board Expenses	-	-	-	-	6,451
121	Classroom / Teaching Supplies & Materials	-	-	56,200	(56,200)	27,463
122	Special Ed Supplies & Materials	-	-	-	-	-
123	Textbooks / Workbooks	-	-	156,500	(156,500)	81,892
124	Supplies & Materials other	-	-	-	-	9,244
125	Equipment / Furniture	-	-	-	-	-
126	Telephone	-	-	100,000	(100,000)	103,851
127	Technology	-	-	-	-	-
128	Student Testing & Assessment	-	-	-	-	-
129	Field Trips	-	-	-	-	33,041
130	Transportation (student)	-	-	-	-	-
131	Student Services - other	-	-	-	-	-
132	Office Expense	-	-	80,000	(80,000)	91,959
133	Staff Development	-	-	-	-	1,697
134	Staff Recruitment	-	-	-	-	-
135	Student Recruitment / Marketing	-	-	-	-	-
136	School Meals / Lunch	-	-	-	-	-
137	Travel (Staff)	-	-	17,000	(17,000)	-
138	Fundraising	-	-	-	-	1,600
139	Other	-	-	150,700	(150,700)	167,289
140	TOTAL SCHOOL OPERATIONS	-	-	560,400	(560,400)	524,487
141						
142	FACILITY OPERATION & MAINTENANCE					
143	Insurance	-	-	18,000	(18,000)	16,593
144	Janitorial	-	-	190,000	(190,000)	194,063
145	Building and Land Rent / Lease	-	-	779,780	(779,780)	718,609
146	Repairs & Maintenance	-	-	149,000	(149,000)	170,722
147	Equipment / Furniture	-	-	-	-	-
148	Security	-	-	300,000	(300,000)	289,961
149	Utilities	-	-	224,000	(224,000)	223,295
150	TOTAL FACILITY OPERATION & MAINTENANCE	-	-	1,660,780	(1,660,780)	1,613,243
151						
152	DEPRECIATION & AMORTIZATION	-	-	416,000	(416,000)	507,441
153	RESERVES / CONTINGENCY	-	-	475,000	(475,000)	-
154						
155	TOTAL EXPENSES	-	-	10,590,719	(10,590,719)	10,361,042
156						
157	NET INCOME	-	-	52,178	52,178	48,593
158						

Harriet Tubman Charter School Budget / Operating Plan 2014-15					DESCRIPTION OF ASSUMPTIONS	
6	Total Revenue	-	10,642,897	10,642,897	(10,312,449)	330,448
7	Total Expenses	-	10,590,719	(10,590,719)	10,361,042	(229,677)
8	Net Income	-	52,178	52,178	48,593	100,771
9	Actual Student Enrollment					
10	Total Paid Student Enrollment					
11						
12						
13						
139						
160	ENROLLMENT - *School Districts Are Linked To Above Entries*					
161	Harriet Tubman Charter School					
162	School District 2 (Enter Name)					
163	School District 3 (Enter Name)					
164	School District 4 (Enter Name)					
165	School District 5 (Enter Name)					
166	School District 6 (Enter Name)					
167	School District 7 (Enter Name)					
168	School District 8 (Enter Name)					
169	School District 9 (Enter Name)					
170	School District 10 (Enter Name)					
171	School District 11 (Enter Name)					
172	School District 12 (Enter Name)					
173	School District 13 (Enter Name)					
174	School District 14 (Enter Name)					
175	School District 15 (Enter Name)					
176	School District - ALL OTHER					
177	TOTAL ENROLLMENT					
178						
179	REVENUE PER PUPIL					
180						
181	EXPENSES PER PUPIL					

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 15, 2014

Updated Tuesday, July 22, 2014

Page 1

320900860823 HARRIET TUBMAN CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

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

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

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Tuesday, July 15, 2014

Updated Tuesday, July 22, 2014

Page 1

320900860823 HARRIET TUBMAN CS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	cliff Frazier	Chair/President	Yes		Permanent member	Governance, finance, site, committees
2	Claudia Nesbitt	Vice Chair/Vice President	Yes		permanent member	governance, site, fundraising committees
3	Dave Bolling	Treasurer	Yes		Permanent member	Personnel finance committee
4	Barbara Nowell	Secretary	Yes		4th term 4/05-current exp 11/15	Governance, education, personnel committees
5	Rey Allen	Member	Yes		1st term 5/12 to current exp 11/14	Education committee
6	Jerima Bowens	Member	Yes		5th term 6/04 to current exp 11/14	Personnel, grievance committees
7	Marlon Dunbar	Member	Yes		1st term 5/12 to current exp 11/14	finance committee
8	Geraldene Hunter	Member	Yes		1st term 5/12 to current exp 11/14	Education committee
9	Mildred McGee	Member	Yes		4th term 7/05 to current exp 11/15	Education fundraising committee
10	Denise Mitchell	Member	Yes		3rd term 11/07 to current exp 11/15	Grievance personnel committees

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

1

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

1

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

15

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

12

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

12

Thank you.

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

Board of Trustees Meeting

MINUTES

Location: 3565 Third Avenue Bronx, NY 10456

Date: August 6, 2013

Board Members in Attendance:

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

Others in Attendance:

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

The meeting began without a quorum.

Treasurer's Report – Trustee Bolling

Trustee Bolling distributed the copies of the Treasurer's Report.

The following information was presented: Cash-on-hand, Current Assets, Current Liabilities, Total Net Assets, Year-to-Date Revenue, and Budget Expenses. Also included was Year-to-Date variance.

Finance Committee's Report – Tom Torre

The Statement of Financial Position as of June 30, 2013 as compared to June 30, 2012 was presented. Mr. Torre compared the following: cash on hand, accounts receivable, and current and fixed assets. A decline was highlighted in cash assets is because we continue to invest money into our properties and equipment. Other figures included accounts payable and total current liabilities. However, with total assets and liabilities, there is very little change. The fund balance or net equity has surplus.

In addition, a comparison was presented of the actual and budgeted monies for the year of July 2011 – June 2012 with figures from July 2012 – June 2013. Of significance was a very large decrease in the cost of the retirement plan as opposed to what we had estimated. Thereby leaving a sizable surplus for June. For the year, we ended with a small surplus. The budget from 2011-2012 is hard to compare because we had 100 fewer students.

For July and August, a large variance occurred due to the fewer number of special education students who enrolled than was anticipated.

Mr. Taylor replied in response to fundraising that most of the fundraising activities were kid generated: candy sales, dress-down days, penny-war and student school parties. Ms. D'Abreu coordinated many of these activities.

Some of our Title I monies have already been received. Mr. Person said that our current enrollment is 644 students. Mr. Torre explained that this budget was based on 642 students plus 8 more and with the anticipation of additional students mentioned at the last board meeting, the budget is now based on 657 students.

Personnel Committee's Report – Trustee Bowens

As always, over the summer, the Personnel Committee is busy. We are in the process of closing recruitment and doing on-boarding for positions. Staff contract signing was completed at the end of June through the beginning of July. The vacancies for which we are hiring include teachers (2nd grade, gr. K., 8th grade ELA, guidance counselor and a specialist teacher, a building substitute and a secretary for the Elementary Academy, and 3 TA's and 2 school aids. We are scrutinizing to be sure that all processes and procedures in terms of background checks, certification, reference checks, applications and experience are in order so that we select the right position for what we need these persons to do for our children.

Site Committee's Report - Trustee Nisbett

Our Site Committee is very pleased to see how secure the grounds are. I spent some time observing the grounds.

Principal's Report – Cleveland Person

ENROLLMENT – 644 students with 34 vacancies. That includes the 12 today.

STUDENT ACHIEVEMENT – The 2012/2013 New York assessments have been released to the districts and schools. The information has been embargoed until tomorrow. Mr. Person will be able to share that information with the school tomorrow. These are baseline scores and an indicator of where we are and to where we need to move. Next year's scores will definitely effect what schools have to do.

EXTENDED DAY PROGRAM – The board was informed that Claremont Community Center did not receive a continuation of the 21st Century grant probably due to budget cuts and sequester. Mr. Person was told that the state funded money went to the school districts. This funding was used to implement an extended day program for the 7th and 8th grade students. A discussion continued as to the cost of HTCS funding a replacement program. An estimate was given at \$52, 000. The Beacon community-based program stops at grade 5. Trustee Nisbett will contact Mr. Jones, Director of Claremont Center, for further information.

STAFF – There were 14 vacancies which have been reduced to 9.

STUDENT SUSPENSION – Letters were sent to 10 parents regarding expulsion of their child from HTCS. These students have had 4 or more out of school suspensions during the school year. Interventions, detentions and conversations with their parents were held.

The Grievance Committee will meet to follow up on these students.

Director of Operation's Report – Michael Taylor

FACILITIES

- We have completed most of the the work planned for the summer time. The painting of the floors is ongoing.

- Two months ago, we received a violation from the Fire Department regarding our sprinkler system. Mr. Fuentes will appear in court as the owner of the building and the person responsible for the installation of the sprinklers. He has to appear in court and answer to the Fire Department.

- Mr. Taylor proposed using hand dryers in lieu of paper towels for 2 reasons: (1) There would be a reduction in the cost of purchasing the paper towels (2) The hard paper has been a cause of our sewer problems. Mr. Taylor received a quote of \$9,000 for a hand dryer in all bathrooms in both the EA and JA buildings. He was reminded that 3 quotes are necessary. In the discussion, it was suggested that we get a warranty regarding electrical work and replacement. A Dyson brand was suggested.

INSTRUCTIONAL MATERIALS ANS SUPPLIES

- The "Go Kit" for teachers has been ordered as well as other supplies.
- The K-5 mathematics texts have arrived and are being placed in classrooms.

OPERATIONS

- The New York State Annual Report is complete.
- The reconciliation billing for the DOE is complete. We will be notified as to whether or not we have overpaid or underpaid.
- The Consolidated application is due August 31st. work begins tomorrow on it.

PERSONNEL- The information was reported by Trustee Bowens

SECURITY AT THE GATES – Mr. Person called for a more informed conversation concerning how parents, visitors, and Board members will enter and exit the school through the gate. Mr. Taylor told of a vendor who would supply a quote for different security measures in both buildings such as key card access, installation of cameras and/or video intercom. Gates will be open during school hours and are closed and locked afterward. Visitors will have to park on the street and buzz to get in. Security guards will be able to see who is buzzing. Someone will come and open the gates and close the gates which is correct said Mr. Taylor. Mr. Taylor said Board members should call the school in advance. Mr. Taylor reached out to Edison for a vendor sign, "Park at your own risk." Mr. Person stated that if you leave your car in the parking lot, and you are not a faculty member, then your car will be locked in until the next business day.

MARKETING – There was a lengthy discussion regarding marketing materials for HTCS.

The cost of the bus shelter ads were approved at the last Board meeting.

- Art work needs to be done and approved by the Board. The cost is \$16, 200 which

leaves money for additional things such as backpacks and give-aways. Our target is 7th and 8th grade students.

- Ms. Gerchman mentioned the targeted mailing using zip codes and post cards as opposed to a formal letter. The cost is under \$1,000. The mailing is not just for enrollment, but for PR.
- Ms. Gerchman continued that we area long term successful school and we are not getting that message out. Bus ads will be up for 2 months.

- Additional ideas recommended by Edison’s marketing team were 500 signs on buses and 300 convenience store ads.

STUDENT ADMISSION AND ENROLLMENT – Protocol was reviewed.

EdisonLearning: Report – Teresa Gerchman

The Report contains the same Strands, but the focus features have changed. The review and revision of the focus features was done in collaboration with the Executive Cabinet at HTCS.

- The Administrative Team put a strong focus on planning in July. A formalized process was developed which everyone will follow.
- The Student Family Support Team will be better integrated.
- The AIMSWeb will be more effectively used. This program is connected to the EnVisionMATH program which was purchased for EA.

□*Assessment for Learning*: We focused on data and ensuring that students own their own learning. A strategy learned from the ASCD conference will be implemented. Rather than a traditional “aim” for each lesson, an “I can…” statement will be used. Professional development on this shift will be provided this August by Mr. Maniotis and Ms. Yarber.

□*Pedagogy and Curriculum*: A lot of time was spent on lesson planning and developing a lesson plan format that is based on the Common Core Learning Standards and that can be universally used for grade K – grade 8. Additional August time will be spent on curriculum mapping.

□*Student and Family Support Team*, we have formalized a Response to Intervention process. Ms. Malave and Ms. Thompson will help to fine tune it.

□*Learning Environment* refers to discipline, the culture and climate of the school. We made sure that we were on the same page.

Mr. Person asked Ms. Yarber to forward the summer professional development schedule to Trustees Nowell, Bowens, and Hunter.

Governance – Cliff Frazier

With the additional Board members present at this time, Chairman Frazier asked for a motion regarding the agenda

Moved: that the agenda be approved

Made by: Trustee Hunter

Seconded by: Trustee Bolling

Action: Carried unanimously

A lengthy discussion with ensued regarding the minutes and the modifications made to the budget among attendees. The summary follows.

Summary of comments by Trustee Bowens, Chair of Personnel Committee

- Questioned the \$10,000 stipend allotted for a student manager position at HTCS.

- In June, a conversation was held among supervisors and Board members about combining the roles of the user server technician and student manager. The supervisors were told that the Board does not approve this merger of duties as they are 2 distinct roles.
- During the joint Personnel and Education Committee meeting in early June, it said that the trustees do not approve of this dual role as it was organizationally unsound.
- A new Behavior Improvement Plan was developed and implemented in the JA to enable students to become aware and accountable for their own actions. This was introduced a number of months into the school year.
- Discipline at HTCS is handled throughout the school as a collaborative effort among the teachers, TAs, aids, and the Academy Directors. Giving \$10, 000 dollars to one person for a collective effort is questionable.
- Merger of 2 roles represents a change our organizational design in terms of personnel.
- There is no job description. A new job description has to be written.
- At contract signing time, with the Personnel Chair and Education Chair present, the individual inquired about this new position. Before the individual signed his employment contract with HTCS, in response to his query, the individual was clearly told that we are not offering a student manager position.
- The individual signed a contract solely as the user server technician.
- We are too top heavy in terms of administration.
- These duties can be infused in other roles
- Does HTCS need someone solely in charge of discipline?
- We are spending a lot of money on personnel.

Trustee Bowens does not understand how this discussion was introduced given that the matter was previously settled.

Summary of comments made by the Principal, Cleveland Person

- Remembered that at the last Board meeting, he pointed out that this was falling on him which took away from him being in the classrooms.
- A particular person was asked if he were comfortable doing 2 positions.

The individual is very effective in the building. Everyone felt his value.

- We while others are involved, one person is needed to pull everything together.
- Mr. Person said that the individual in question did tell him that the Board denied the student manager position.

However, it seems that he was told by the Principal that he would be the student manager.

Trustee Nisbett addressed the issue whereby others were involved. It seems that this one person will be responsible.

Trustee Hunter questioned that if we see behavior problems in the afternoon, why?

Chairman Frazier asked, "Is there a possibility you lose the employee?"

This is not a permanent position.

Ms. Gerchman expressed that normally somebody who has a discipline background is not the same person who does it. Also, the money was not given as a salary increase, it was given as a stipend.

The presenter of the motion was not named in the July draft copy of the minutes. It was suggested that Board members listen to the tape.

Another suggestion was to get legal counsel.

Tom Torre: "What you are approving here is the inclusion of the money in the budget."

"The expenditure of the money is a totally different thing. All you're doing is approving the inclusion of \$10,000."

Trustee Bowens: "But what I'm saying is I'm being told that there was conversations and he was promised this \$10,000. So what I'm saying is in the interest of compromise if we're saying you're receiving this stipend for what you have done and what impact you have had on discipline from this past academic school year, I'm fine with that. What I'm not fine with and what I'm not going to advocate for is a merging those two roles because they are two different extremes."

Trustee Bolling said that he was fine with that.

However, Mr. Person said, "That he has been paid for it." (Line 611 of transcript: 1:13:12).

Trustee Bolling asked about the \$20,000 in the budget and Mr. Person explained that it was for a school aid.

Moved: that the minutes be accepted with the corrections regarding the budget modification and any additional corrections sent electronically to the board secretary

Made by: Trustee Bolling

Seconded by: Trustee Nisbett

Action: Carried unanimously

Old Business

Ms. Yarber explained that Fordham University is going to offer professional development. They have consented to give us a literacy coach and a math coach for the Junior Academy and a literacy coach for the Elementary Academy.

Mr. Person expressed that they are proposing to go forward with this professional development.

Moved: that the meeting be adjourned

Made by: Trustee Nisbett

Seconded by: Trustee Bowens

Action: Carried unanimously

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

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

Board of Trustees Meeting

MINUTES

Location: 3565 Third Avenue Bronx, NY 10456

Date: September 10, 2013

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; EdisonLearning Staff: Rosalind Brooks, Senior VP of Education Services; Teresa Gerchman, VP Edu. Services; Drew Laskowsky, Controller; Public: Dr. Elizabeth McGee

Moved: that the agenda be approved

Made by: Trustee Nisbett

Seconded by: Trustee McGee

Action: Motion carried unanimously

Moved: that the minutes be accepted with the corrections regarding the budget modification and any additional corrections sent electronically to the board secretary

Made by: Trustee Bowens

Seconded by: Trustee Bolling

Action: Motion carried unanimously

Treasurer's Report – Trustee Bolling

The Treasurer's report has been postponed.

Finance Committee's Report – Tom Torre

The Finance Committee Report has been post postponed.

Education Committee Committee's Report – Trustee Nowell

Trustee Nowell expressed her concern regarding the high turnover of teachers, especially in the JA. Extensive discussion ensued among Board members and supervisors as to the cause of the increased turnover rate and strategies that could be implemented so that this does not happen in subsequent school years. We are aware of contractual obligations of staff members. Some persons agreed that recruitment should be ongoing. The consensus was that future discussion on recruitment and retention of teachers is warranted.

Personnel Committee's Report – Trustee Bowens

Contracts- 94% of staff signed employee contracts with the exception of administrators and 2 cafeteria workers. Contracts are usually signed 2-3 before June 30th.

For the past 3 years during August, we have had to deal with unanticipated exodus of personnel. Personnel strategies will be reviewed to reduce this August exodus. Approximately 50% of our JA staff is new and overall the new staff at HTCS is about 30%. Trustee Bowens compared our turnover rate to other charter schools with the same demographics and our turnover rate was much higher. Salary wise, we are competitive with NYC Department of Education and higher than many charter schools. Moreover the TRS which we offer is a very good benefit. To help with the cost of

transportation for teachers from the other boroughs, HTCS, through EdisonLearning, provides a TransitCheck which is a pretax payroll deduction. It covers a metro card and parking among other things.

Most of our new hires are inexperienced teachers. Trustee Bowens recommended recruitment of teachers earlier in the school year and to develop a teacher wait list. There is a joint Education and Personnel Committee meeting usually held in May. It was suggested that perhaps this meeting be held earlier in the school year and some hard decisions may have to be made at that time. Discussion continued.

Trustee Bowens responded to an inquiry that HTCS does do an exit interview and prospective teachers do a demonstration lesson.

Ms. Yarber stated that the first 2 weeks of school went well. Teachers are confident. There is a period of adjustment for the 5th graders who have transitioned from the EA to the JA.

Director of Operations' Report – Michael Taylor

Facilities

- Floors and walls have been done with the exception of 1 classroom.
- The JA gym floor is complete. The tiles in the lower level of the EA have been replaced.
- Work was done on the sprinklers in the EA building to meet fire regulations. We are redrawing the architects plan for the building to indicate proper placement of sprinklers. We filed a building permit.
- Repaired the water damage in the JA from the roof project. The roof project is complete now. The damage on the outside of our building caused internal damage.
- A discussion for reimbursement to HTCS will be held. External damage is the landlord's responsibility.

Instructional Materials

- We are awaiting Springboard math materials and some other materials. The bulk of the materials has been ordered.

Operations

- The consolidated application was submitted before the deadline.

An additional \$57K was submitted for professional development from Fordham University coaches. We also requested 150 iPads for our 6th and 3rd grade classes so grades 3, 4, 5, and 6 would be iPad classrooms. Mr. Taylor stated which Title monies were received and not received. Money for safe schools does not exist anymore.

- We no longer pay for storage as there is space in the JA building.
- Claremont Community center did not receive money after the 21 century grant this year. Therefore HTCS, must pay for an after-school program for our 7th and 8th graders. This includes costs of salaries and materials.
- Trustees Bowen requested more details on the Fordham University teacher coaching model and the program costs prior to signing a contract with their program.

Mr. Person explained the student support that is given for those who are struggling academically. HTCS provides AIS during the school day using a pull out model. There

are teaching assistants on grades K-3. A structured RTI program is in place. Teachers are provided with extensive professional development.

Grievance Committee Report - Trustee Bowens

Members of the Grievance Committee, the Chair of the Education Committee, the Principal and the JA Academy Director met on August 14 to review the documentation regarding students who were recommended for expulsion by the Principal. The team wanted to be sure that HTCS' policy and procedures had been followed. All of the related paperwork was reviewed. Subsequently, recommendations for follow-up were made by the Trustees. The Grievance Committee accepted the Principal's recommendation regarding selected students.

Moved: that the Board go into Executive Session: legal

Made by: Trustee Nowell

Seconded by: Trustee Bowens

Action: Motion carried unanimously

Public session resumed at 8:51 P.M.

Moved: that the Board table the Grievance Committee recommendation to a later Board meeting date

Made by: Trustee Bowens

Seconded by: Trustee Bolling

Action: Motion carried unanimously

Site Committee's Report – Trustee Nisbett

Trustee Nisbett was pleased to note that the gates were locked.

Principal's Report – Cleveland Person

Enrollment – 664 students with 34 vacancies. That includes the 12 today.

Student Achievement- The NYS Commissioner said that we shouldn't compare last year's scores with the ones from this year.

Extended discussion was held about these NYS testing results as its implication for our instructional program and teaching. Student scores for the parents will be ready Friday. The Spring 2013 NYS assessment had a different style and assessed different skills (Common Core). Depth of knowledge is a big change. Mr. Person said that according to the documentation that he has, HTCS has met its charter goals. That being said, it was pointed out that our student levels still must increase. Discussion continued on student achievement and the requisite changes made to instructional structure to elevate student achievement across all grades this school year. The trustees will examine the student achievement longitudinally as well by grade level. It was also noted that our Special Education students had a notable increase in performance. One reason for their improvement is that CTT classes were implemented last year at HTCS.

Professional Development

Parents - The Parent Association will have an election of officers on September 25 at the Town Hall meeting which begins at 5:30. There are candidates for all positions.

Letters to parents about this upcoming meeting and election will be distributed tomorrow. The Town Hall meeting will be held at the JA campus.

Code of Conduct Handbook Update

- Proposed changes in our Code of Conduct concerning the cell phone policy generated an extended discussion. Eventually, there was a consensus and a new cell phone policy will be implemented.

Cell Phone Policy:

Cell phones, pagers, and other electronic devices are not allowed to be visible, heard, or ringing during school hours. Should a student be found using any of these items, it will be confiscated by school personnel, and secured by the Principal or Academy Director. Confiscated items will be returned to the parent.

- Professional development on the use of cells phones by staff has been conducted.
- A modification is the RTI for behavior violation must be included. The interventions listed should not be in a particular sequence. Two additional steps were added. Our Student and Family Support team is to be included in the RTI. "Suspension" language needs to be removed.
- Cover changes: The correct revision date needs to appear; names of new Academy Directors are to be added; new JA contact information is to be included.

EdisonLearning: Report – Teresa Gerchman

The EdisonLearning Monthly Progress Report was distributed to all Board members.

- The goals are Focus Features which were created together with the administrative team. The strands include the Leadership, Pedagogy and Curriculum, the Assessment for Learning, Student and Family (and the Environment Strand).
- The Executive Cabinet did a school development rubric and rated HTCS on different characteristics of an effective school. Considering the features which were identified as the lowest, a progress plan for improvement was developed.
- We adhered to the requirements for NYS and the implementation of the Common Core Learning Standards.
- An area of emphasis this year which needs improvement is Response to Intervention (RTI).

Old Business

An extended discussion was held regarding a new position at HTCS called student manager.

Moved: that the \$10,000 allocated funds for "student manager" be held in the budget minus one week of payment until further notice

Made by: Trustee Bowens

Seconded by: Trustee Nowell

Action: Carried unanimously

Moved: that the meeting be adjourned
Made by: Trustee Bowens
Seconded by: Trustee Nisbett
Action: Carried unanimously

The meeting was adjourned at 10:22 P.M.HT

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

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456
Date: October 1, 2013

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; Edison Learning Staff: Rosalind Brooks, Senior VP Educational Services; Teresa Gerchman, VP Educational Services; Tom Torre, CFO

The meeting was called to order by Chairman Frazier at 6:35 P.M.

Moved: that the agenda be approved
Made by: Trustee Nisbett
Seconded by: Trustee McGee
Action: Carried unanimously

Moved: that the September minutes be read and accepted electronically due to its length
Made by: Trustee Nowell
Action: Carried unanimously

Governance Report – Chairman Frazier

Northeast Charter School Association's Annual Conference to be held on October 18-19. This informative conference provides training and information for Board members, School leaders, administrators and educators.

By the end of the week, all attendee's names' will be submitted.

Treasurer's Report – Trustee Bolling

The Treasurer's Report was distributed. The following information was provided: cash on hand, current assets, liabilities, and year-to-date revenue. It was noted that the liabilities exceed the current assets.

So, Trustee McGee moved that for the Fordham University Coaching program that language be added into the contract that a plan will be discussed and developed when the team comes and present to whatever necessary parties they need to be administered by. Upon that happening, we approve the expenses and the use of the Fordham University program. The Finance Committee Report was distributed and discussed.

The cash balance, and the checking and savings account balances were presented.

Accounts receivable indicated that we did better than last year. Total fixed assets were compared to last year's. We continue to reinvest our current assets into fixed assets. Our balance sheet does not look good because the thousands of dollars that we put into fixed assets such as Franklin Avenue improvements and computers, iPads, etc., cannot be converted to liquid assets.

Modular buildings were discussed as an option. However, they cannot be used with

students in charter schools. Modulares can only be used for offices. That is why we used Claremont when we needed extra space.

Additional budget requests were submitted by Mr. Person and Mr. Taylor. These include monies to expand the after school program to the 7th and 8th grades as well as to pay for literacy and mathematics coaches from Fordham University. While these are expensive additional budgetary items, the cost has been mitigated by the reduction in anticipated pension costs.

Conversations will be held with the Director of the Beacon program and Mr. Person and Trustee Allen regarding additional Beacon program hours to meet the needs of working parents.

Education Committee Report – Trustee Gailliard-Nowell

The Education Committee met on September 24th. We discussed the various new assessments that will be used this year to measure student progress. Our focus is on the Common Core Learning Standards. Assessments will include greater depth of questioning. Teachers also use assessments based on the curriculum materials used in class. We will review the data longitudinally to compare progress, by grade level, from last year and examine. New materials include Engage NY, Springboard, Envision, Park, and Expeditionary Learning will be used.

The Learning Environment in both schools is good.

Principal's Report – Cleveland Person

Mr. Person began by thanking Morrisania Revitalization Corporation for honoring him at their annual gala. He acknowledged his appreciation.

Trustee Nowell added that this affair highlighted community leaders and achievers. Under Mr. Person's principleship of Harriet Tubman Charter School, located in Morrisania, students have shown great progress and the school received an "A" rating. We are proud of HTCS and what HTCS represents.

Enrollment – Expected number is 675. We have 648 down from 657. There are many new charter schools in this area now. Recruitment efforts that have been implemented are post cards mailed to targeted families with 10 year old children and older. It was stated that additional cards should be made for families with young children to extend our waitlist in the early grades. Ads for HTCS have been placed in bus shelters and within the buses coming from the West Farms depot.

Attendance- for September was 96.7%

Suspension – In JA, one student.

The Grievance Committee and the Principal will revisit our policy regarding the number of "removals."

Professional Development – the Edison Learning Team has been here: math, literacy, and special edu, along with Ms. Gerchman.

Fordham University coaches are pending.

Achievement – Goals four and five have been satisfied. However, there has been no more data received from the SED.

Parents – At the September 25th Town hall meeting, four Parent Association officers were

elected: President, Ms. Cosme; Vice President, Mr. Cornelius; Treasurer (name to be forwarded); and Secretary, Mr. DeLarosa.

Students – An article is attached for recommended reading about social and emotional learning

(SEL). It will help to understand the work of the social worker, guidance counselor and psychologist at HTCS to enhance the learning in our school and understand response to

intervention and Academic Intervention Services. It is a curriculum that is utilized on an as

needed basis, i.e., bullying

Curriculum – The State education website, EngageNY, has a huge volume of materials for

educators as we move forward with implementation of the Common Core Learning Standards.

It can be overwhelming. To teachers; nevertheless, our teachers are moving forward with its

use.

Personnel – There is still a JA physical education teacher vacancy.

Code of Conduct- Ms. Yarber presented recommendations as a follow up after prior discussions

with Trustees as follows: , Cell phones and other electronic devices are not allowed to be visible, heard or used during school hours. On page twenty-seven, look under Roman numeral eighteen under Grievance Policy, where it says every effort is made to assist in the adjustment of student's behavior, the infractions and interventions are bulleted as opposed to ordering them by priority.

Moved: that the revisions in the Student and Family handbook concerning the cell phone policy and the bulleted interventions be accepted.

Made by: Trustee Bowens

Seconded by: Trustee Hunter

Action: Carried unanimously

Director of Operation's Report – Michael Taylor

Facilities – Fire Department violations and Department of Buildings' violations are satisfied.

The air conditioners have been winterized.

Signage for the JA – On the RFP, representatives from ten companies were to come in and no one showed

Operations – The audit will be completed on time. There was a change in Edison's payroll service which effected our ability to retrieve some information. We have a folder for every child.

EdisonLearning - Report – Teresa Gerchman

Ms. Gerchman distributed the monthly report from EdisonLearning.

Professional development – The Edison learning team was here in September supporting the teachers with implementation of the Common Core in literacy and math.

Ms. Gerchman is working with the administrative interns.

Pedagogy and Curriculum - Additional training text based questions for the non-ELA teachers has been implemented. Training in Achieve 3000, SpringBoard, Differentiated instruction and problem solving strategies in methods and math.

Rubrics: CUBES (EA) and SOLVE (JA).

School wide intervention teams are going well. Teachers seem to be satisfied with this method.

Leadership – Ms. Brooks was able to do some walk throughs with Ms. Gerchman and Ms. Yarber.

New Business

Mr. Person stated that we must begin to meet and prepare for our charter renewal. Information is on the state website

The meeting was adjourned at 8:03 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy **Junior Academy**
3565 Third Avenue **1176 Franklin Avenue**
Bronx, NY 10456 **Bronx, NY 10456**
718.537.9912 **718.991.4181**

Board of Trustees
Annual Business Meeting

Location: **3565 Third Avenue Bronx, NY 10456**

Date: **November 12, 2013**

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; **Edison Learning Staff:** Teresa Gerchman, VP Educational Services; Tom Torre; Drew Laskowsky, Controller; Public: Dr. Elizabeth McGee, Dr. Wesley Willis.

The meeting was opened by Chairman Frazier at 6:35 P.M.

Consent Items

Moved: that the agenda be accepted

Action: Unanimously accepted

Moved: that the minutes be accepted with corrections

Action: Unanimously accepted

Governance Committee - Chairman Frazier

The Chair introduced Dr. Wesley Willis. Dr. Willis as a possible member of the HTCS Board of Trustees. Mr. Willis is with us to observe our meeting.

Motions were made, seconded, and unanimously approved to renew the terms of the following Trustees: Mildred McGee, Barbara Gailliard-Nowell and Denise Mitchell.

Trustee Winston Thompson, former Chair of the Finance Committee, has indicated that due to the tremendous burdens on his job, he is no longer able to attend meetings or participate in the business of HTCS. Hence, he is not being recommended for a term renewal and is terminated. A letter has been forwarded to him to thank him for his services to Harriet Tubman Charter School.

Treasurer's Report - David A. Bolling

The Treasurer's Report was distributed to each Board Member.

Cash on hand and assets were given. The liabilities were high and the net assets were low. Year to date revenue and our year to date budget in running over budgeted amount so far. Thus, our variance is in the negative. More detail will be explained by the CFO, Mr. Torre

Report Finance Committee - Tom Torre

The Finance Committee Report was distributed to each Board member.

Mr. Torre reviewed, in detail, the budget and variances. It was noted that in two areas we are doing better: fringe benefits, repair maintenance and utility. Trustee Dunbar added that if you notice, the expenses are a lot more than revenue, which is something that we're going to address in a special meeting within the next thirty - forty-five days. Mr. Torre expressed that we are looking at trending. We are reviewing our expenditures as last year we finished with a lost.

The head of each committee will meet with us to discuss this in greater detail. It is something that has to be addressed right away.

Personnel Committee Report – Trustee DeWese-Bowens

The Personnel and Education Committee will have a joint meeting to review the formal and informal observations as well as obtain updated information on the status teachers who have been given a Performance Improvement Plan this year. Additionally, we are planning to have HTCS implement an ongoing recruitment plan for any needed personnel which may be needed throughout the school year.

Education Committee Report - Trustee Gailliard-Nowell

The Education Committee met on October 9th.

We discussed the new curriculum programs. Samples of the new instructional materials were circulated for review. The AIS program is working very well. EdisonLearning is supporting us in professional development. The Education Committee will monitor student achievement in all subgroups.

Trustee Hunter spoke of the tool which she shared at the Education Committee meeting. It can be used for a school walk-through such that supervisors can glean information as to how teachers are actually delivering instruction to students with special educational needs. This is not a random looking around. More importantly, it provides a clear understanding as to what the needs may be. The walk-through will be conducted on November 19. Participants include the HTCS supervisors, EdisonLearning education specialists, and Trustee Hunter.

The Education Committee will schedule time to come together to review and write part of the charter renewal application concerning student performance. All committee members are expected to participate.

Mr. Person gave an update on the professional development of teaches in ELA and math provided by the Fordham University coaches. We were informed of the professional development given by the Fordham University coaches. The coaches have aligned their work to the needs of HTCS. They will be working with selected teachers. He met with Ms. Mozan and has a hard copy of their plans. Some of the coaches have already begun. Mr. Person will be provided with a regular report as to the progress of the teachers. Teachers are receptive.

Grievance Committee Report - Trustee Bowens

The Grievance Committee is concerned with the number of suspended students thus far. The committee requests that the supervisors review each situation and develop strategies to eliminate the cause of any suspensions. Ms. Yarber described some of the intervention strategies in place using the support personnel, i.e.: the guidance counselor and the psychologist. Intervention may be individual, small group or school wide. Trustee Bowens requested an explanation of the abbreviations used in the report

Site Committee Report - Trustee Nisbett

As mentioned to Mr. Taylor, we need a new sign on the JA building as soon as possible. Trustee Nisbett informed us that she checked and the Junior Academy building is not a landmarked building. The Board was told that a number of bids were received to do the work of making a sign, but the contractors did not follow up when scheduled to visit HTCS.

Real estate - Trustee Nisbett, Chair of the Site Committee, has found property that is up for auction. With our legal person and a selected professional who will help with the bond and financing, Trustee Nisbett is suggesting that we use these persons to represent HTCS in order to look at the property. Extensive discussion followed. Plans for additional follow up are in order. It was pointed out that the state of our finances is important. Also, HTCS wants very much to own its own building.

Principal's Report - Cleveland Person

The Principal's Report was distributed to all board members.

Enrollment - 632 students

This is far below our required number. Mr. Person noted that there are a number of factors that have impacted our enrollment. One of which is that there are 6-7 new charter schools in the area which includes middle school. Another factor is that some students require 12:1 or 12:1:1 instruction which we are unable to provide. Another factor is that many postcards about the HTCS mailed to families in our community which have middle school age children have returned *as addressee unknown*. Recommendations: Trustee Nisbett said that the first Thursday of every month is the District Service Cabinet meeting and representatives should attend these meetings and make a presentation. An additional recommendation is that the school can also link up with all the other agencies and provide information about HTCS or ask them to distribute our information. Discussion also included distribution of information to local churches and asking the Parents Association to help in this endeavor. We wanted students to act as ambassadors of HTCS to attend community meetings. Recruitment strategies include the placement of bus signs on buses from the West Farms depot. Chairman Frazier stated that our budget and enrollment are linked.

Student Activities for October: 20/20 celebration, behavior management celebration, cancer awareness activities, cancer awareness activities, masquerade party (EA) and a masquerade ball at (JA).

Our Extended Day program is fully enrolled in grades 3 and 4 with 10 vacancies in grade 2. In JA, afterschool program is paid for by HTCS. There are 180 students enrolled and 30 students are on the wait list. Last year, the JA afterschool program was part of a grant. This year HTCS pays for it. It includes dance, basketball, cheerleading and step classes.

Our JA, students are participating in the Mock Trial program. Ms. Yarber attended as well as members of the Parent Association.

Some of our students attend the Beacon program after school.

Suspensions –There was discussion about these suspensions, especially those that occurred in the Elementary Academy. Mr. Maniotis explained the type of extreme behavior that led to these suspensions. The social worker is involved. A request was made to update the log as changes were made after it was sent to Trustee Mitchell.

Professional Development- Teresa Gerchman held PD the Common Core Learning Standards. Students –step.

Staff- Two vacancies: ELL (JA) and ESL (anticipated).

Director of Operations' Report

In Mr. Taylor's absence, Mr. Maniotis read the report.

Facilities – The school sign was already discussed. Note: A sign company is coming to the Franklin Avenue campus to do a site survey regarding the installation of a sign

Billing - An investigation is being done to ascertain why our Con Ed bill for electricity is almost doubled compared to last year. This increase occurred when Con ED began to bill HTCS instead of St. Augustine. The Board says we should not be taxed.

The septic sewer issues resurfaced again within the last week in this building. The rebuilt pump from last spring failed, but it was replaced over the weekend.

Operations - _State Ed has requested and received further clarification on the consolidated applications for the title funds. They need clarification on the homeless policies, on the use of additional iPads, on Fordham professional development, and on the role of the student activities coordinator.

Regarding TRS, the new staff have yet to be enrolled into the Teacher Retirement System. There have been some back and forth regarding this. However, with this current payroll they're still not enrolled.

Personnel – Sara Akay, from EdisonLearning came in to do a personnel file audit and all was in good order.

Vacancies- The teacher vacancies were given in the Principal's Report. We have a vacancy in the position of school custodian in the JA building because our former custodian has relocated to the South.

Mr. Taylor joined the meeting at this time via telephone. He explained that he had to pay Con Ed bill or services would be cut off. However, there is a question as to whether or not a building near HTCS is on our metered line-TBD. If so, our bill will be credited.

The cost of the signage will be negotiated.

EdisonLearning Report – Teresa Gerchman

The EdisonLearning Monthly Progress Report was distributed.

It contained the Five Strands and milestones for this year on which we are working.

Under assessment for learning, the big piece is with the eValuate system. We are piloting tests that are linked to the Common Core for grades 2, 3, 8, and 8. In the grades without a pilot test, grades 4, 5, and 7, we plan to use Measured Progress which is an online assessment that is purchased and is linked to the Common Core. HTCS will also get a test bank of questions to develop those mock assessments with Common Core linked questions. It can be done in various subject areas.

Under the Pedagogy and Curriculum Strand, the important thing is what and how instruction is being delivered: the right stuff at the right level. We are here with administration doing walk throughs and debriefing.

Under the Student and family Services Strand, we have been working hard on AimsWeb as a RTI.Ms. Gerchman met with Ms. Malave, social worker going to all grade teams, doing assessments and identifying needs. An action plan will be put in place. The AIS teachers are working with the Tier 3 students or most struggling students and are working on fluency. So they are very focused. They are using a pullout model where they see students for 30 minutes 3x a week. It takes twelve days in the JA for them to miss the same things and ten days in the EA. That was the best way to get the most kids seen as frequently to meet their learning needs.

New Business

Report from the Northeast Charter School Association Conference held in October.

Trustee Dunbar, Trustee Nowell, and Mr. Person gave a report. Each shared written materials with other Board members in the Board's subcommittee meetings. They articulated information learned from workshops on the charter renewal process presented by the NYS Board of Regents, which is our authorizing agent. Information was also given about the school finance and business workshops, workshops on academic rigor, workshops on the social and emotional learning of students and school leadership. Additional information was shared regarding attending sessions in which two charter school founders spoke: Eva Moskowitz and Geoffrey Canada. Overall, this was a very motivating and informative experience.

A brief discussion was held as to the start of charter renewal subcommittees.

Ms. Yarber elaborated on her experience attending a mock trial information session. She stated that the reason she is interested is in light of Common Core. It is so important for our kids to learn how to look at details and use details to support their case with evidence. HTCS will participate in the Mock trials program.

Moved: that the meeting be adjourned

Made by: Trustee McGee

Action: Motion unanimously accepted

The meeting was adjourned at 8:10 P.M.

Harriet Tubman Charter School

Elementary Academy

3565 Third Avenue

Bronx, NY 10456

718.537.9912

Junior Academy

1176 Franklin Avenue

Bronx, NY 10456

718.991.4181

Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: December 3, 2013

Board Members in Attendance:

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

Others in Attendance:

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

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

Consent Items

Moved: that the agenda be accepted

Motion by: Trustee McGee

Seconded by: Trustee Nisbett

Action: Motion accepted unanimously

Moved: that the minutes be accepted with the necessary corrections

Motion by: Trustee McGee

Seconded by: Trustee Bolling

Action: Motion accepted unanimously

Governance Report – Chairman Frazier

- Chairman Frazier appointed trustees who are head of various HTCS committees to chair the subcommittees to work on the charter renewal application as follows: Education: Trustee Nowell; Finance: Trustee Dunbar; Personnel: Trustee Bowens; Social and emotional school climate/Family and Student Support Services: Trustee Mitchell; Site Committee: Trustee Nisbett; Cleveland Person, principal, will function on all committees. Teresa Gerchman, Rosalind Brooks, and other EdisonLearning staff will support this endeavor in all areas.

- The Board itself will function as an Executive Committee to make comments and submit various information regarding the renewal.

- The Board of Trustees will meet to review all charter goals and make any changes, additions, etc. as necessary.

- Representatives from the New York State Education Department, Board of Regents, will make a two day site visit to HTCS on January 22nd and January 23rd, 2014. All Board members were emailed a copy of the protocol for Charter Renewal Performance Oversight. Please review it.

Treasurer's Report –Trustee David Bolling

A copy of the Treasurer's Notes were distributed to Board members and to HTCS supervisors, an administrator and EdisonLearning staff.

Total liabilities and total net assets were listed and there was a considerable difference. Year to date revenue and year to date budget revenue were given. It was noted that the revenue variance was in the negative. Year to date budget revenue and year to date variance were presented. The next segment of the meeting was turned over to Tom Torre, the CFO, to address this.

Finance Committee Report – Tom Torre

The Finance Committee Report was distributed containing the Statement of Financial Position.

- Overall, our cash, accounts receivable, and current and fixed assets are less than they were last year at this time. Our current liabilities are up compared to last year and net assets have shrunk. There is a decline of half a million dollars over the twelve months. We are better this year in terms of revenue, but our expenses are up. We must adjust this shortfall.

Three factors can be identified which led to this situation: (1) the cost of operating a second building is large. (2) We've had to pour a lot of money into the building. Given the short term of the lease, that has caused the amortization of that money to be accelerated because it's being spread over a five year period. (3) Adopting an inclusion class in grades 4-8 made for increases number of teachers and therefore additional expenses. (4) We may have been overly optimistic in increasing our enrollment so quickly to 675 and (5) the increased number of charter schools in the local area and subsequently the increased competition for students. Trustee Bolling also mentioned that we had to upgrade the facility.

Strategies to improve the budget: (1) It becomes necessary to reduce the budget to an enrollment of 650. The principal and the DOO feel that we have a better chance of filling student vacancies in grades 4 and under than middle school students. (2) enlist the support of our newly elected executives on the Parent Association. (4) reissue a call for *like-minded scholars* with prizes as an incentive. (5) with telephone calls on hold, we can have a message about HTCS.

Trustee Dunbar expressed that a school is like a business and students are our customers. We have fewer customers, but the expenses are the same.

(6) We will review facility expenditures which HTCS made which may be the responsibility of the landlord at EA or the Archdiocese at the JA building. An example of this is the sprinkler system.

- Trustee Nisbett articulated our need for a grant writer to help obtain funds as a number of grants which HTCS may qualify is available. If anyone knows of a grant opportunity for HTCS, please present it to the Board so that we can move on it. We'll enlist assistance. Ms. Brooks added that Edison would help too, though the individual from EdisonLearning who helped Mr. Taylor in the past is no longer available. Recommendations for good grant writers are being accepted

Education Committee Report – Trustee Nowell

The Education Committee met on November 19th.

- We compared and contrasted parts of the NYC Progress Report from this year with that of last year. Last year, we received a grade of A. This year we received a grade of B. We want an A again. We continue to monitor student achievement, including all subgroups.

- Along with Teresa Gerchman, who will be drafting part of the Student Performance section of the charter application, the committee will meet in 2 weeks to continue reviewing the data for entry on the charter application.

Personnel Committee Report

The report was given by Trustee Nowell as Trustee Bowens had a family emergency.

The semiannual joint Personnel and Education Committee will meet on Thursday, December 5, with supervisors, to review staff merit and bonus pay for returning staff. Differing rubrics will be used depending on the job description and responsibilities. A discussion was held concerning the assessment tool to be used in grades K and 1 to monitor student achievement. Another factor to be considered for a merit bonus would be a Performance or Certification Improvement Plan for last school year's performance.

Site Committee – Trustee Nisbett

We are still pending with the proposal regarding the site. Chairman Frazier added that the proposal was discussed at the Finance Committee meeting this evening

Principal's Report – Cleveland Person

The Principal's Report was distributed and the NYC Progress Report

Attendance – 96% for November

The New York City Progress Report – Rating B

Mr. Person stated that this is good and exciting news based on the following factors: (1) We enrolled seventy new kids off the street into a middle school. (2) We hired sixteen new teachers. (3) We hired approximately seven ancillary staff members. (4) We hired two new academy directors. (5) The state issued a new achievement test. We were rated a B school and the principal feels that that's a tremendous accomplishment for our school given the above-mentioned. Now we will look for the A again this year.

Student Events –

- Ms. Yarber elaborated about Career Day for 7th and 8th graders. Ten different professionals visited each classroom, including a judge who was a colleague of Hansel McGee co-founder of HTCS, authors, and counselors for Prep for Prep.
- A behavior management celebration was held in which 136 students were recognized for having no violations on their Behavior management Card.
- Honor Roll – 41 students made the academic Honor Roll. It has 3 levels: If your average is 95 and above, you met the Polaris level. If your average was a 90-94, you met the Ursa Major level. If it's 80-89, you met the Ursa Minor level. A student cannot have anything lower than an eighty on your report card at all. We have mock exams for the State exams. The Honor Roll celebration included a couple of student performances and the student with the highest average spoke on behalf of everyone. It is like mini graduation leading up to our big hurrah.
- Mr. Maniotis: The honor roll is called the Principal's List for grades K-4. Student pictures are displayed on the hallway bulletin boards.

Core Value of the Month

In JA, every week during our College Wednesdays, the teacher selects someone who has exhibited the core value of the month. It can be more than a single student.

In the EA, a student who exhibits the core value will also be recognized weekly in their own classrooms. Trustee McGee added that students tell their friends and families of such good news and this spreads the word about HTCS and Ms. Gerchman expressed that students like their pictures displayed.

Dental clinic comes to HTCS in January – At the Northeast Charter School Association’s conference, HTCS scheduled a free dental clinic on our premises for students. It provides preventive dental care such as x-rays and teeth cleaning. No fillings. However, a paper will be given to students who may need follow up care with their local dentist. Flyers will be distributed to students (Gr. K-8) and parental approval is required.

Thurgood Marshall Mock Trial is in JA. Two coaches have arrived: one for 7th gr. and one for 8th gr. Many students want to participate. Cases are real life. We thank Trustee Nisbett for arranging the invitation leading to our participation.

Extended Day - Mr. Jones, who is the Executive Director of Claremont, brought a proposal to me. He is looking to start a literacy program next year with seventh and eighth graders. We need to see if he gets it approved. This can help us to address our budgetary concerns. We didn’t mention that HTCS had to pay for our 7th and 8th grade after school. Mr. Torre mentioned that the after school costs increased by \$85K this year.

Professional Development-

- Excellent professional development continues to be provided by the EdisonLearning team: Teresa Gerchman (team leader) Paige Thompson (spec. ed.), Doug Speck (math), with special kudos to Jackie bell (literacy).
- Trustee Hunter did a phenomenal job with the information that she brought and the lens that she brought through which we used during our joint walk through of sped ed classes on November 19.
- Mr. Person has met with Ms. Mozan and Dr. Morris regarding the coaches from Fordham University who have begun to implement individual instructional coaching to selected teachers.

Parental Involvement – We had our first Parent-Teacher Conference last month. Four hundred and sixty (460)parents came out!

Director of Operations’ Report

Facilities.

• Con Ed says the summer bills and the September bills were estimates, not actual usage. Going forward, Con Ed will come to the building and read the meters and make adjustments. A 3 month history of usage will be done to see if costs can be leveled throughout the school year.

• Signage – We have contracted with Sign Creations to create and install a new sign on the JA building. Because of the steps and the raise which wasn't evident to them in photographs, their price increased. The design has been approved.

Operations

- Title I monies.

It seems puzzling that HTCS has been denied the ability to purchase iPads for our educational program. Last year, we were approved for iPads. An individual seems to be telling Mr. Person that he can't use this Title I money as he sees fit for our students.

- Teachers' Retirement System

There are 21 teachers enrolled into TRS. EdisonLearning payroll department, benefits department has resent all the documentation to TRS. However, there seems to be a problem and it is thought that the female in the payroll department thinks TRS is a NYS run program. It is not. It is a NYC retirement system. That may explain the lack of response. Ms. Brooks request that she be added to the email on this matter as time is pressing and she questions what has happened.

- Safety

We were informed that there has been gang activity on Washington Avenue between and E. 167 St. and E. 170 St. There has been shooting between gang members and the police. A police tower has been put up on Washington Avenue. We suspended outdoor recess for that week leading up to Thanksgiving. We did not go to Claremont for gym. They had gym in the classrooms here. We also had indoor dismissals. Mr. Maniotis has been in communication with the police on this matter. Officers suggested that the students would be safe for an outdoor recess now. However, it was suggested that neither students nor staff use Washington Avenue. We only dismiss through Third Avenue anyway. HTCS cameras are on our property.

EdisonLearning Report – Rosalind Brooks

- As requested, Ms. Gerchman explained the Bridgescape program for inner city high school dropouts. This program is an alliance between EdisonLearning and Magic Johnson. Students gain a regular high school diploma, not a GED. This also benefits their communities. It also allows graduates to join the military, if they wish, whereas a GED student cannot join the military. There are 40 schools. Some in southern New Jersey, 10 in Chicago, some in Las Vegas and so forth.

- Monthly Progress Report for November
Ms. Gerchman shared that her work is done in partnership with the HTCS school leaders.

This month work was done on the Leadership, Pedagogy and Curriculum, and the Assessment for Learning Strands. Greater emphasis was placed on the strands below.

Student and Family Strand

We really are trying to work hard on the behavioral piece. We have three support personnel: the school psychologist, the school social worker and the school counselor. We are working to support the students. For students with true behavioral issues, there's a reason the students misbehave. We must try to address their needs. They are bringing in social emotional learning (SEL) issues within the classroom. Identifying individual student's needs and targeting that with an intervention plan for a student who's struggling academically is our plan. Hence, we are doing a RTI for behavior as well as for academics. Support staff are in classrooms working with teachers helping them to come up with a plan that will work.

Learning Environment Strand – It is different this year in the JA. It's much better. A lot of refocusing has been done. The first week was spent reviewing expectations and behaviors. Introduce the positive, celebrating the positive. The students are doing exactly what they're supposed to do. Celebrating them instead of always focusing on the kids who are not doing what they're supposed to do.

Ms. Gerchman responded to a request to explain *milestones*. There are about 30 milestones for each strand which are based on research of highly effective schools. We selected the milestones which we could use the most. So if we could meet these milestones, then we'll be better off than where we were. Hence, all the activities that we do are to try and help us meet those milestones.

Old Business

We are in the process of rewelding the Washington Avenue gate. Some community residents hang things on the gate or try to lift it up to pass through the school yard. There is a concern whether or not the gate can withstand a rough winter.

Mr. Taylor gave a report on the workshop which he attended at the Northeast Charter School Conference on business practices. Many of the issues covered are presently handled by EdisonLearning. These include checking the I-9s, a federal form which every employee must complete within the first 3 days of employment to verify an employee's ability to work in the United States, annually updating of handbooks with our input, releasing records and paperwork retention, screening perspective employees, handling credit, and criminal background checks.

The second big thing for Mr. Taylor was that he met many vendors who provide services to charter schools. Our uniform vendor was there. We plan to establish a system whereby parents

can order uniforms online or purchase them at school. Mr. Taylor met facilities management people and architects. As a follow up, he will implement Mr. Person's suggestion of meeting with those whom he supervises and make a list of things they do.

Trustee Dunbar added that there are individuals who are on the cutting edge of changing laws. In NYS, legal terminology must change: no more *husband and wife*, or *partner* or *domestic partner*. Paper work must use the word *spouse* instead.

With the Affordable Health Care Act, additional paper work has to be submitted if a person wants to participate in the Exchange. This may require additional staff.

Moving forward, HTCS must think through how we will provide and implement many services provided by EdisonLearning.

Moved that: the meeting be adjourned

Made by: Trustee Nowell

Action: Motion unanimously accepted

The meeting was adjourned at 8:42 P.M.

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

Board of Trustees Meeting

MINUTES

Location: 3565 Third Avenue Bronx, NY 10456

Date: January 14, 2014

Board Members in Attendance

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

Others in Attendance

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; Tom Torre, CFO, Kiwi Partners; HTCS Parents Association; Magali Cosme, President; Daniel De La Rosa, Secretary; Kate Bryant; Others: Dr. Elizabeth McGee

The meeting as opened by the Chair at 6:45 P.M.

Moved: that the agenda be approved with any necessary additions or corrections

Made by: Trustee McGee

Seconded by: Trustee Bowens

Action: Carried unanimously

Moved: that the minutes be accepted pending any corrections

Made by: Trustee Hunter

Seconded by: Trustee McGee

Action: Carried unanimously

Governance Report – Chairman Frazier

- Chairman Frazier expressed concern about well being of Trustee Nisbett. Trustee Nisbett was injured due to a fall and will probably not be in attendance this evening.
- Candidate for membership on the Harriet Tubman Charter School's Board of Trustees: Mr. Wesley Willis.

Previously, Mr. Willis attended a Board meeting and his resume was distributed. Additionally, he was interviewed by the Chair and Vice Chair and Mr. Willis expressed a desire to serve on the Board.

The resume of Mr. Wesley Willis was redistributed.

Moved: that the Board of Trustees accept Mr. Wesley Willis as a member of the Harriet Tubman Board of Trustees, pending approval by the New York State

Made by: Trustee Nowell

Seconded by: Trustee Bolling

Action: Carried unanimously

Treasurer's Report – Trustee Bolling

Trustee Bolling distributed copies of the Treasurer's Report.

The following information was presented: Cash-on-hand, current assets and current liabilities. The year-to-date revenue and the year to date expenses were presented. It was called to our attention that the expenses exceeded the revenue.

Finance Committee's Report – Tom Torre

The Statement of Financial Position was distributed to all Board Members.

The revenue is under the budget. However, this information was based on an enrollment of 630 students and our present enrollment is 655 students. Thus, we are slightly out performing our budget. If we stay with this budget for the whole year, the year end would call for a surplus. Data was viewed in the Annual Budget Column.

Education Committee's Report – Trustee Nowell

- The Education Committee met on December 12, 2013.
- A review and discussion was held on the results of the most recent students' achievement on the interim assessment.
- Discussion was also held regarding the role of the Education Committee as far as completing student performance benchmarks data on the charter renewal application is concerned. It was decided that Trustee Nowell and Ms. Gerchman would meet before the winter break to begin the process.

Personnel Committee's Report – Trustee Bowens

- In December, the Chair of the Personnel Committee and the Chair of the Education Committee collaborated using specific rubrics in order to dispense merit pay to HTCS staff based on the evaluations of the principal, supervisors and Director of Operations.
- The Committee has been alerted that there is a teacher who plans to resign this month. Trustee Bowens said that this is very inconsiderate and disturbing. Nevertheless, personnel shifts will be done in the best interest of the students with certified teachers in the right classrooms.
- Trustee Bowens wants HTCS to start actively recruiting personnel as of February 1st.
- A Personnel Committee meeting is scheduled for January 29th.
All Trustees are invited to come to Personnel Committee meetings.

Grievance Committee's Report – Trustee Mitchell

Trustee Mitchell will call a Grievance Committee meeting in February. The purpose of which is to try to reduce the number of in-school and out-of-school suspensions. There may be ways to stop this.

Site Committee's Report - Chairman Frazier

Chairman Frazier presented the report in Trustee Nisbett's absence.

- The Committee is moving forward with the property under consideration. Preliminary work is being done and cost factors are being considered. There are some concerns regarding traffic in the area.
- Chair Frazier also reminded the Board of the SED site visit on January 22, 2014. Representatives wish to meet with the Board members from 2:00 P.M. to 3:00 P.M. SED representatives will go throughout the school and ask the Board different questions about our operation, what we are doing and how we are functioning. Some Board members stated that they would not will be unable to participate because of their working hours. All trustees were encouraged to attend. Additional copies of the site visit protocol were distributed.

Principal's Report – Cleveland Person

- Mr. Person introduced two of the newly elected officials of the Harriet Tubman Charter School's Parent Association. They are Ms. Magaly Cosme, President and Mr. Daniel Delarosa, Secretary. He is very happy to have them on board.
- Ms. Cosme stated that she too would like to see progress just like everyone here. She also stated that she hopes detention goes down. Discipline and structure are necessary , but we need to find out what's going on. Also, we want teachers to stay more than three years because that's like moving your child away in the middle of the school year. Everybody "teaches different." Children can't get use to new teachers in the middle of the year that's going to mess them up a little bit. That's confusing for them. Basically, continue what you are doing, being positive for the children.
- Mr. Delarosa stated that parents need to get involved in the school. It may be difficult because parents are working. He has 2 children at HTCS and stated that his feelings are strong toward parental involvement because of the world we are living in now. Also, Mr. Delarosa wants to get clarity as to any parent funds. Mr. Cosme is ready to help the school.

Moved: that the meeting go into Executive Session: Contracts

Made by: Trustee Bowens

Seconded by: Trustee Nowell

Action: Carried unanimously

Executive Session commenced at 7:15 P.M.

Public session resumed at 7:29 P.M.

Principal's Report - Mr. Person - continued

Additional pages of Site Visit Protocol distributed were distributed.

Enrollment – 653 students

Attendance for December is 95%.

Suspensions - For December in JA, there were 9; in EA, there was one. It was noted that these numbers represent a big difference from last year. The JA is moving toward the way it was in previous years.

Students - Celebrations: Ms. Yarber said that 195 students were recognized for not having any infractions in December.

The 20/20 Club has begun and it recognizes academic achievement.

Black History and Culture activities and practices have begun for the show.

The Extended Day program has begun.

LEAP - Mr. Maniotis commented on the implementation of the Learning through the Expanded Arts (LEAP) program in the Elementary Academy. This program is in effect in a single class on grade K, grade 1 and grade 2. The facilitator is a professional artist who integrates his/her skill into other curriculum areas to increase student learning by providing diverse activities or experiences. The program runs from October through April. Trustee Nowell would like to see evidence in the classrooms or hallways or programs which reflect months of student participation in the LEAP program.

Staff - Currently, HTCS has the following teacher vacancies: ESL and foreign language and a teaching assistant. There will be a fourth grade teacher vacancy.

Professional Development - The Fordham coaches work with Junior Academy teachers on ELA and mathematics instruction and with 3rd and 4th grade teachers on ELA instruction. They will be here for a total of 20 visits. A monthly report is submitted to Mr. Person. Goals for the coaches vary monthly. A set group of 6 teaches will receive the coaching services.

Director of Operation's Report – Michael Taylor

Facilities - The Junior Academy sign is up. It looks like a part of the building and it glows.

Soiled ceiling tiles in the JA will be replaced.

Operations - All material has been submitted to the State that was required.

Trustee Nowell, Board Secretary, has forwarded all the agendas and minutes for this term. Trustee Nowell will contact Erin Shovlin regarding materials from the beginning of the charter. It was thought that Ms. Shovlin had these from the annual submission of these documents to the SED. A follow up contact will be made for clarity.

Enrollment- All grades K-5 are fully enrolled. There are 5 vacancies in grade 6 and 4 vacancies in grade 7. The rest of the vacancies are in grade 8.

Referring families will get prizes.

Moved: that the meeting be adjourned

Made by: Trustee Bowens

Action: Motion carried unanimously

The meeting was adjourned at 8:24 P.M.

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

Board of Trustees Meeting

MINUTES

Location: 3565 Third Avenue Bronx, NY 10456

Date: March 4, 2014

Board Members in Attendance:

Cliff Frazier, Chair; David A. Bolling, Treasurer; Barbara Gailliard Nowell, Secretary; Jerima D. Bowens; Mildred McGee; Rey Allen; Cleveland Person, Principal and ex-officio member

Others in Attendance: HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; Tom Torre, CFO, Kiwi Partners; **EdisonLearning Staff:** Dr. Tim Ulmer, Director of Achievement; Parent: Ms. McBride

Chairman Frazier opened this meeting at 6:33 P.M.

Moved: that the agenda be accepted

Made by: Trustee McGee

Seconded by: Trustee Bowens

Action: Carried unanimously

The Board of Trustees received the full transcript of February's meeting. There was no motion regarding it.

Governance Report – Chairman Frazier

Chairman Frazier introduced Dr. Tim Ulmer, Director of Achievement at EdisonLearning is replacing Teresa Gerchman. Dr. Ulmer was here for the first time last week. He attended the Black History celebration and said, "It was outstanding."

As Board members were previously informed, the Board will have a retreat this Saturday, March 8 at 11:00 A.M. It will last 2-3 hours. Agenda items include charter goals and strategic planning led by Trustee DeWese-Bowens, service and vendor options led by Trustee Nowell as well as other presentations.

Treasurer's Report – Trustee Bolling

Trustee Bolling distributed copies of the Treasurer's Report.

Trustee Bolling presented the following information in dollar amounts: cash on hand; assets and liabilities along with total net assets; the year-to-date revenue and year-to-date expense; budgeted expenses; year-to-date revenue variance (negative) and year-to-date expense variance (positive).

Finance Committee's Report – Tom Torre

The Statement of Financial Position was distributed to all Board Members. Report submitted as an attachment.

Education Committee's Report – Trustee Gailliard-Nowell

The Education Committee last month and reviewed data from the mock assessments. Grade five and six students are of concern. Parents have been called. Discussion was held regarding strategies to make the students aware of the seriousness of these assessments. Parents have been called about this matter. Recommendations were made for parent workshops on Common Core Learning Standards, how parents can help at home and demonstrating test-taking strategies to parents.

Principal's Report – Cleveland Person

Enrollment – 652 students

Attendance- 96%

Suspensions—Eight students in JA last month and 1 student in JA this month.

The Behavior Management Plan is still in effect.

The ELA NYS assessment is the week of April first and the math test will be the last week in April.

It was a pleasure working with Tim Ulmer and Sue Gorman this past week. They came to the school and visited both buildings. We've had conversations regarding delivery of instruction and instructional support tools to use. We looked at special education and had conversations with teachers. Tim will be back to continue those discussions. Sue was very helpful in just getting an overview of where we are with mathematics. Everybody is basically focused in on preparing our students for the assessments. This is basically a countdown and all support will be appreciated.

Student Programs, Activities and Trips: For the month, we had the behavior management plan celebration, the Twenty/Twenty Club, and I just think that we just had a phenomenal Black History show this past week. Those of you who were unable to make it, you really missed a really good show. It was really good this year and we're very proud of our Junior Academy and their success this year. So, Ms. Yarber, good job over at JA.

Trustees Allen and Nowell shared highlight of the wonderful Black History celebration s presented by the students and teachers.

Personnel Committee's Report – Trustee DeWese-Bowens

The Personnel Committee will meet on March 19. We will discuss teacher performance and certification PIPs. Also, a review of recruitment needs and organizational structure for 2014-2015 will be examined. HTCS has signed on to participate at Harlem's Promise Academy's Recruitment and Career Fair to be held on March 12.

Grievance Committee's Report – Trustee Mitchell

The Grievance Committee met today and addressed issues concerning the students.

One idea is to begin a mentoring program for 4th graders who will enter the Junior Academy in the following year. The transition often poses some adjustment issues for those students.

The FASST Team, consisting of the guidance counselor, psychologist, social worker and both academy directors require monthly ongoing meetings so that by the end of the year, there won't be any surprises.

Site Committee's Report

Chairman Frazier delivered this report. The Site Committee Chair is examining selected sites for our relocation. In the meantime, the Committee is also focusing on the place where we are so that it would be an effective place in which to learn and teach.

Director of Operation's Report – Michael Taylor

Facilities- An electrical issue in the kitchen has been addressed.

A student may have had a bed bug and that classroom, bathrooms, any other room that the child inhabited was cleaned out by a licensed exterminator.

Rudy Fuentes is supposed to fix the gate.

Operations - We received our grant awards letter from the federal government and New York State for \$403,572. I will work with Drew to begin the drawdowns for that money for this year. Recruitment - The New York Charter Center has a fair with a participation fee of \$500. Mr. Maniotis and Ms. Yarber will be attending that and recruiting for us. On Saturday, March 15, there is a recruitment drive for students wanting information about Bronx charter schools. That is free and we have a table there as well. Sufficient HTCS brochures will be available. Trustee Bowens suggested that HTCS hold an open house at our school before the lottery.

February, March and April is when families are making choices about schools for September.

It was also suggested that we get a banner.

Moved: that we execute the marketing plan using the same type of advertisement for the buses.
Made by: Trustee Bowens
Seconded by: Trustee McGee
Action: Motion carried unanimously

Report from EdisonLearning– Dr. Tim Ulmer

About an hour before arrival, I met the leadership team and Trustee Nowell. We headed for a school wide performance. What a wonderful to way to be introduced to a school.
I came with my colleague, Sue Gorman, who is the Director of Achievement for mathematics. She and Trustee Nowell shared emails regarding math practices.

Summary:

Ms. Gorman and Dr. Ulmer will attend the Education Committee meetings.
The EdisonLearning team will be at HTCS the first and fourth week of each month.
Based on teacher requests, other resources relating to the CCLS will be shared.
Along with the AIS, we will look at intervention planning.
Dr. Ulmer will focus on Spec Ed. in the JA.
Meetings will be held with Mr. Person around structural needs.
Dr. Ulmer will be able to support the FASST team as well.

Public Response and Other Comments

- *HTCS should invite Channel 12 news to publicize the good things that are happening at HTCS.
- *School laptops with pictures and videos will be available for the recruitment fairs.
- *Images shown should be of students engaged in learning.
- *Be sure to get releases before the images of students are on the website.

Moved: that the meeting be adjourned
Made by: Trustee Nowell
Action: Motion carried unanimously
The meeting was adjourned at 7:56 P.M.

Harriet Tubman Charter School

Elementary Academy	Junior Academy
3565 Third Avenue	1176 Franklin Avenue
Bronx, NY 10456	Bronx, NY 10456
18.537.9912	718.991.4181

Board of Trustees Meeting

Minutes

Location: 3565 Third Avenue Bronx, NY 10456

Date: April 8, 2014

Board Members in Attendance:

Cliff Frazier, Chair; David A. Bolling, Treasurer; Denise Mitchell; Mildred McGee; Wesley Willis; Geraldine Hunter

Others in Attendance:

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

Treasurer's Report – Trustee Bolling

Trustee Bolling distributed copies of the Treasurer's Report.

Trustee Bolling delivered the report stating that all figures are in the millions: total current assets, liabilities, and total net assets. The year-to-date revenue and expenses and the budget revenue and expenses were given. We are running a little above our input. The revenue and variance are negative.

Finance Committee's Report – Tom Torre

The Statement of Financial Position was distributed to all Board Members.

Mr. Torre disclosed that we continue to realize that our current assets are less than our current liabilities and that is because we are so heavily invested in capital assets. Comparing year to date revenue, we have picked up quite an additional amount and this is good. Looking at expenses, we are a little higher this year than last year, but we are way under budget. Also, our deficit is much less than last year, which is a good indicator.

So all indicators reflect that we are outperforming the budget. We're outperforming last year. Mr. Torre noted that the school only produces revenue from September through June. Hence, we'll always start the year off in a deficit situation because in the months of July and August, you have expenses, but you don't have revenue. By June, that all takes care of itself. With March, April, May, four more months, we should end the year with a surplus. Thus, we will outperform the budget. Our budget is tied to student enrollment.

Site Committee's Report

Due to the absence of Vice Chair Nisbett this evening, Chairman Frazier presented this report.

Vice Chair Nisbett and Chairman Frazier attended a seminar whose theme was "Facilities and Dependence." Topics include: The State of Public Funding for Charter Schools, Facility Finance Alternatives, Bond Market Fundamentals and benefits, Financing Through Build New York City Resource Corporation, New York City Bond issuing Conduit, The Experience of Living Through a Bond Deal and Bond financing-Financial and performance requirements from an authorizer's Perspective. This gathering was very informative as it gave us the kind of information that would put us on track to pursue financing to build our own school.

In addition, we met a woman who has a strong financial who built her own charter school in the Bronx. She has extensive knowledge about bonds and how to creatively access resources and money from the banks. She is willing to meet with us. Chairman Frazier distributed information about her.

Summary of Board of Trustees' Retreat- Trustee Willis

A summary of the retreat held on Saturday, March 8, 2014 was distributed.

The following trustees were in attendance: Frazier, Nisbett, Bolling, Nowell, Bowens, Mitchell, Allen and Hunter. In attendance also was the principal, Mr. Person. The retreat was useful in strategically coming up with a plan to continue to meet the mission and vision of the school, especially with ending of the EdisonLearning contract.

Trustee DeWese-Bowens led us in several exercises in which we were able to verbalize and write what our expectations are as we move ahead and plan strategically.

Trustee Nowell reviewed the Compendium of Services provided by EdisonLearning. The trustees came to a consensus as to which services formerly provided by EdisonLearning would be considered after our contract ended and which would not. We explored next steps to identify vendors who would be able to provide services. That information is in the distributed summary.

Chairman Frazier added that we could take another look at Edison. They know what we do and how we do it. This can be of value to us.

Principal's Report

Michael Taylor, Director of Operations, presented the report in Mr. Persons' absence.

Attendance for the month of March was 95.3%

Total Student Enrollment = 652

JA student enrollment by grade: gr. 5 = full; gr. 6 = 70; gr. 7 = 71; gr. 8 = 61. We were able to enroll 21 students since December. Now, we have 23 student vacancies in the JA.

Staff – There is one vacancy in the JA.

Students – March is Math Madness Month. Among the activities for students:

- * Math Poster Contest – Posters were created by staff members and students, which were displayed in the hallways throughout the building.
- * Students selected the winners by grade. Math scrolls containing math problems were around the buildings. Students who answered the problem correctly received a bag of chips from “Chip Central” located in each building.
- * All classes were given a challenging math problem at the same time. They were expected to solve the problem. The first class on the grade to correctly solve the problem would get popcorn and a movie that will be received at a later time.
- * Pizza Pie Fridays: Classes that do all their homework in every subject get a pizza at the end of that week.

Elementary Academy – Mr. Maniotis explained the Powerful Practice Playoffs. Third and fourth graders learn a new specific weekly skill in ELA and math. The class competition is tight. Like hockey and the Stanley Cup, the class that wins, gets a trophy. Classes try to retain their trophy or it has to be passed on the next week.

Junior Academy - The Powerful Practice Playoffs were very motivational for the JA. The fifth grade CTT class had the highest average in the school. Well, it’s “all about expectations”. This was a learning experience for all.

NYS ELA test – Administration of the test went well. HTCS had 100% participation rate with the exception that one student was hospitalized after Day One and one student was on home instruction. This did not affect the participation rate.

Response to Site Visit Report – Mr. Person will give that report at another time.

Director of Operations’ Report – Michael Taylor

Facilities - The air conditioners were inspected to ensure proper ventilation by HVAC. They were also power washed and cleaned. A leaking pipe in the JA building has been repaired.

The Fire Department came to check the stove, stove hoods and fire suppression system to be sure that these are clean and in working order prior to the upcoming formal inspection by the NY fire Department.

Finance - The State approved its budget with a \$200-\$250 increase per pupil. This is the first increase in about 4 years.

FAMAS, a purchasing portal contained about \$50,000 dollars for HTCS. The school team decided to purchase student consumable books and classroom libraries for next year.

Recruitment – The Board voted on the shelter and interior bus ads last month. These ads should be up by the end of this week. The ads are basically the same, except the grade levels were changed.

Lottery -The Board voted to implement the lottery on Saturday, April 26 instead of during the spring break. This extended time would allow for more people to see the bus ads. The applications for HTCS have a space where the applicant must state how he/she heard of HTCS vacancies.

Moved, that the lottery for Harriet Tubman Charter School be held on Saturday, April 26 2014

Made by: Trustee Willis

Seconded by: Trustee McGee

Action: Carried unanimously

Organization for school year 2014-2015 – Staff and Student Intent-to-Return Forms will be distributed this week. We anticipate a third grade teaching assistant vacancy.

Report from EdisonLearning – Dr. Tim Ulmer

Dr. Ulmer, Director of Achievement, introduced himself to a few people whom he'd met for the first time stating that he has taken over the position previously held by Teresa Gerchman and has been here 4 times so far.

Dr. Ulmer distributed a printed report on the activities of the EdisonLearning support staff.

Additionally, he acknowledged the cooperation of both Mr. Maniotis and Ms. Yarber as he probably worked more closely with them than Mr. Person to get a take tried on both academies and what their specific needs are given where we with testing.

Dr. Ulmer spent most of his time in the Junior Academy while Sue Gorman, the math specialist, who was here for the Education Committee meeting, spent most of her time in the Elementary Academy. At the Education Committee meeting, a close examination of the data from the eValuate formative assessments and the mock assessments indicated which grade/s needed additional support. Those intervention plans have been submitted to Ms. Gorman for feedback. Dr. Ulmer has also focused on the CTT classes. Support was primarily given during the intervention time where teachers have more flexibility.

The team's intention was to provide additional resources, which they have done.

On the last visit, Ms. Gorman met with the teachers of grades K, 1, and 2.

Trustee McGee said that she was very satisfied with the Edu Comm. meeting as it was thoroughly done and left time for questions there was time for questions.

Old Business

Chairman Frazier stated that as our contract with EdisonLearning is ending on soon, Board members will be expected to be on committees to seek options for services as needed.

Moved: that the meeting be adjourned

Made by: Trustee Willis

Seconded by: Trustee Mitchell

Action: Motion carried unanimously

Note: There was no time heard on the tape for the commencing or adjourning of this meeting.

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

Board of Trustees Meeting

MINUTES

Location of Meeting: 3565 Third Avenue Bronx, NY 10456

Date: May 6, 2014

Board Members in Attendance:

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

Others in Attendance:

HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; Tom Torre, CFO, Kiwi Partners; **EdisonLearning:** Drew Laskowsky, Regional Controller; **Public:** Dr. Elizabeth McGee

The meeting was opened by Chairman Frazier at 6:40 P.M.

Moved: that the agenda be accepted

Made by: Trustee McGee

Seconded by: Trustee Bowens

Action: Carried unanimously

It was noted that the Board Secretary had been ill.

Moved: that the minutes be accepted and review and approval of the March and April minutes forwarded to the Secretary by email.

Made by: Trustee McGee

Seconded by: Trustee Bowens

Action: Carried unanimously

Governance Committee Report – Chairman Cliff Frazier

Chairman Frazier and Trustee Nowell had a conference call with the president of EdisonLearning in which we discussed how we could move forward. Copies of Edison’s Compendium of Services, with pricing, were distributed to all trustees. A follow up meeting is planned.

Treasurer’s Report – Trustee David Bolling

The Treasurer’s Report was distributed and the figures in the following areas were presented to the Board: assets, liabilities, revenue and expenses. The budget along with the variance were also presented.

Financial Report – Mr. Tom Torre

The Financial Report was distributed to each Board member. The balance sheet compared March 31, 2013 with March 31, 2014. Our expenses are lower this school year. The biggest decline this year are in cash and fixed assets. The cash decline is due to payment of bills and fixed assets are down because of depreciation. Discussion ensued asking for clarity regarding expenses in a number of categories. Mr. Torre and Mr. Laskowsky share information and their estimated calculation is that all management fees due to EdisonLearning will be paid in September. A Due to EdisonLearning Schedule has been generated.

The September/October audit will cover our finances through June 30, 2014. Board members and EdisonLearning staff expressed that our financial relationship has been a good one.

Education Committee Report – Trustee Barbara Gailliard-Nowell

The April Education Committee meeting had to be cancelled.

Trustee Nowell a number of current events that may impact HTCS:

- New York City has allotted funds for Pre-K. Trustee Nisbett said that HTCS is addressing this.
- N.Y.S. is making it much easier for people to start a charter school.
- The United Federation of Teachers will vote on a new contract that will include pay raises for professionals.
- We are scheduled to meet with vendors and consultants who are interested in providing professional development services to HTCS this next school year.

Personnel Committee Report – Trustee Jerima DeWese-Bowens

The Personnel Committee has not met. However, the Committee will meet will on May 22nd, which is a joint meeting with the Education Committee. A review of our needs for next year will be addressed as well as discussions will be held regarding formal and informal evaluation of staff.

Grievance Committee Report – Trustee Denise Mitchell

The Grievance Committee met today to review the status of pupils who have violated the HTCS on numerous occasions. It seems that our fifth graders are having difficulty transitioning from the Elementary Academy to the Junior Academy. The Committee will examine ways in which these students can receive more support.

Site Committee Report – Trustee Claudia Nisbitt

A group of investors toured Harriet Tubman Charter School during which time the school held their Career Fair. Mr. Taylor, the Director of Operations, escorted the team around the Junior Academy. The members of the group were impressed with the story behind HTCS and its focus on college. They were impressed with the level of technology at the school as well as the way HTCS celebrates the success of the students. We spoke with them about bond financing and tax credit financing.

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that as a member of the Charter School Center, he is able to communicate with other Directors of Operations. He noted that HTCS has many things in place for which other schools are seeing help.

Principal's Report – Cleveland Person

Enrollment – 655 students

Attendance – 97%

It was explained that the reason there is a disparity in the attendance rate given for the Principal's Report and that which is indicated on the NYC/NYS reports is that the Principal's Report excludes the "no-shows.". Trustee Nowell requested that both rates be given at the Board meeting.

Suspensions – 21 students

There was a prolonged query to determine what happened. The supervisors stated the events. Trustee Bowens stated that we need to look at preventative measures and connect communities. Trustee McGee inquired as to the involvement of parents and the parent association.

Professional Development- This has ben provided by Dr. Tim Ulmer and Sue Gorman from EdisonLearning

Staff- There is a third grade TA vacancy.

Employees at HTCS, a title I school, qualify for loan forgiveness.

NYS assessments- They were properly implemented and our participation rate was about 98%.

Site Report- Mr. Person sent a written response in which he outlined many factual errors. These errors were never addressed in the final report.

The Board of Trustees has reviewed the Site Report and is considering next steps.

A new site visit review team from NYS Regents is warranted.

Director of Operations' Report – Michael Taylor

Facilities- A sewer pipe in the Ja was the only ut of budget expense. The Finance Committee talked about the cast iron pipe in the JA building.

Spring cleaning for the yearwas done during te spring Break.

Operations- 90% of the books and technology materials ordered with FAMAs money has arrived.

The Lottery- was held on April 26 at 10:00 A.M. About 30 families came to observe throughout the time. Many siblings entered the lottery which reflects parental satisfaction. HTCS had 707 student applications. We have a wait list.

The HTCS and NYC retention policy was discussed. NYS assessments scores will not be the sole criteria for retention.

Storage- The school room used to house student paper records is at maximum capacity. Mr. Taylor recommended putting student information on a database or scanned. Trustee Nowell expressed her concern that student information in this format will be subjected to third parties obtaining information, not only about students without familial permission, but also obtain information about their parents. There is a student information IT program which has been voted down by the public called InBloom. Mr. Taylor stated that this would not involve the internet. Trustee Bowens mentioned the existence of the Record Retention Law. Also, all information must be duplicated on a back-up drive. Trustee Bowens will reach out and have an individual demonstrate this to the Board.

EdisonLearning Report – Mr. Drew Laskowsky

The Compendium of Services with the annual prices was distributed to all Board members at the Board meeting. The Chair also forwarded an electronic copy to the trustees. On May 5, yesterday, a conference call was held in which Thom Jackson, new owner of EdisonLearning, Drew Laskowsky (controller), Jody Mastronari (financial operations of charter schools and Laura... (academic services) participated. The compendium of services was discussed and EdisonLearning will wait to hear from HTCS. The prices offered are a considerable savings compared to what HTCS is paying now.

Old Business

As an outgrowth of the Board's retreat in March, Trustee Bowens reminded us of her offer to meet with each committee and the staff at HTCS to review how develop a strategic plan and how to implement an action plan aligned with it. She is willing to do this in a professional development session. Mr. Person and Trustee Bowens will review the school calendar to establish when this can be implemented. The Board needs to follow this plan also for charter renewal process.

New Business

Upcoming Events:

June 3-4: Conference held by New York Special Education Collaborative (Charter School Center)

June 23: Grade K – Step Up

June 24: Grade 4 - graduation (students wear purple and white cap and gown)

June 25: Grade 8- graduation – (students wear purple and gold cap and gown) location TBD

July 7-10: Conference -National Principals Institute in Manhattan

Moved: that the meeting be adjourned

Motion by: Trustee Nowell

Seconded by: Trustee Bowens

Action: Motion unanimously accepted

The meeting was adjourned at 8:21 P.M.

HARRIET TUBMAN CHARTER SCHOOL
Elementary Academy Junior Academy
3565 Third Avenue 1176 Franklin Avenue
Bronx, NY 10456 Bronx, NY 10456
718.537.9912 718.991.4181

Minutes of Board of Trustees Meeting

Location: 3565 Third Avenue Bronx, NY 10456

Date: June 3, 2014

Board Members in Attendance:

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

Others in Attendance: HTCS staff: Jonathan Maniotis, Elementary Academy Director; Felicia Yarber, Junior Academy Director; Michael Taylor, Director of Operations; EdisonLearning: Drew Laskowsky, Regional Controller; **Public:** Dr. Elizabeth McGee, Lillian McBride

Dinner was served.

Chairman Frazier opened the meeting at 6:40 P.M.

Moved, that the agenda be accepted as written

Made by: Trustee Willis

Seconded by: Trustee Allen

Action: Carried unanimously

Moved, that the minutes be accepted with any necessary adjustments

Made by: Trustee Hunter

Seconded by: Trustee Nisbett

Action: Carried unanimously

Governance Report – Chairman Frazier

The various subcommittees will be meeting to focus on end of the school year issues.

Finance Report – Drew Laskowsky

The Finance Report was distributed to all trustees. Profit and Loss sections were reviewed in comparison to last year. We were under revenue in for our budget, yet over in our expenses. Our cash is stronger this year. This seems to be due to salaries. Income decrease had to do with the SPED revenue. . We received our per pupil funds in advance. All the grant money has been accounted for. Next month, we will get information from Tom Torre on the net amount owed to EdisonLearning.

Education Committee’s Report – Trustee Nowell

The Edu. Comm met on May 27th. We reviewed the school’s current curriculum and discussed options for next school year in hich we consider how we can better meet the needs of the students who are academically advanced.. Plans for writing the education charter were discussed. Vacancies and recruitment needs were identified.

GrievanceCommittee’s Report – Trustee Mitchell

The Grievance Committee met this evening. It was determined that HTCS will not have any of the end term issues like those of last year. All eight graders are grading. One student has been accepted to Hunter College High School. Ms. Yarber invited everyone to the eighth grade graduation on June 25 at the Dual Language Magnet School on Gerard Avenue at 2:00 p.m.. Mr. Taylor: Monday, June 23 is the Kindergarten graduation at 10:00 a.m. in the JA building; Tuesday, June 24 is the fourth grade graduation at the JA building.

Site Committee’s Report – Vice Chair Nisbett

We are still pursuing, trying to find a new location. At this time, both sits seem to be doing okay.

Principal’s Report – Cleveland Person

The Principals’ report was distributed.

Enrollment – 642 students. The number has changed because special education students are receiving placements. Attendance for May

96%. Note: The Board of Trustees is requests that the actual rate to be given at meetings.

Suspensions- 16 in EA ; 9 in JA. Student

Celebrations: Mock Trial Awards on June 5th. Our 7th and 8th grade students did very well. We

thank Trustee Nisbett for helping HTCS to participate in this great competition. Behavior Management celebration and the 20,20 Club was recognized. Senior Trip to Washington, DC will be June 11-13th. The Honor Assembly was held for the third marking period. Mr. person thanked the Board of Trustees for sponsoring the End of the Year Staff celebration. Everyone had a wonderful time and Board members were in attendance also. Achievement- We have not received the preliminary data. Data is expected in August.

Director of Operation's Report – Michael Taylor

There were no off budget items for May. Screening was done for the Kindergarten students to be admitted in school year 2014-2015. Of the 70 students admitted, 49 were siblings which speaks to customer satisfaction. Next week on Monday and Tuesday, there will be a second enrollment. In terms of recruitment, having HTCS participate in the Charter School Fair in Harlem helped to increase the student waitlist and teacher applications for positions. In addition, our bus ads were very effective as marketing tool. Benefits Enrollment period has changed since the implementation of the Affordable Health Care Act.

HTCS will hold a Street fair on Saturday, June 21.

Mr. Maniotis explained the Spartan races in which several staff persons participated. It involved a lot of teamwork. HTCS participated in the AIDS WALK and wore school t-shirts.

Edison Learning – Drew Lascowsky

The synopsis from Ms. Nicole Woods' visit to HTCS was distributed and reviewed.

Public Comment

A parent stated that she is very proud of HTCS and wants to see HTCS own its own building. She delights in the many families who continue to enroll their children here.

Dr. McGee expressed that during this past week at a meeting of Community Board 3, a unanimous motion was made to name a street after the late Judge Hansel McGee who is a co-founder of Harriet Tubman Charter School. The street is located at Boston Road and Forest Avenue. We are very proud that Judge McGee's service to the community is recognized in this fashion.

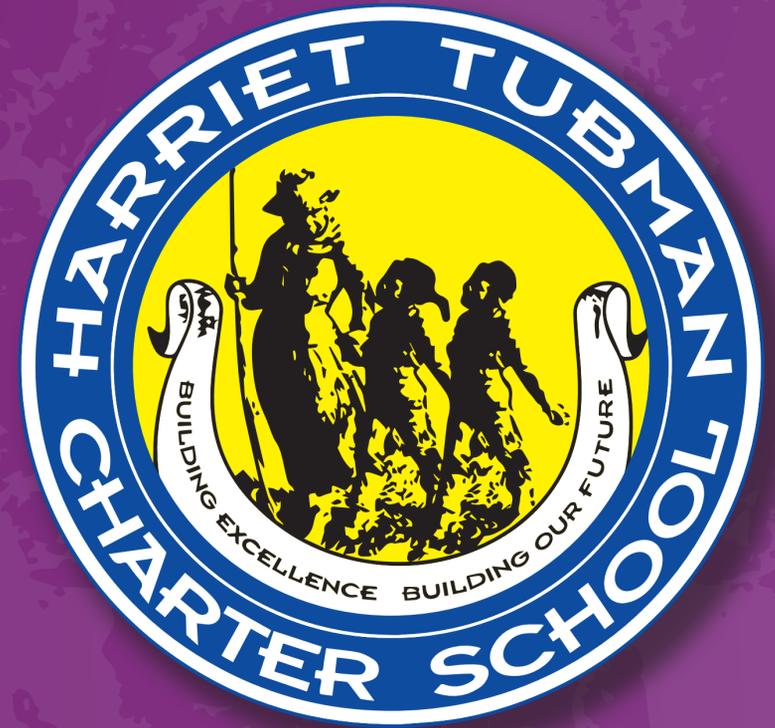
Moved, that the meeting be adjourned

Made by: Trustee Bowens

Action: Carried unanimously

The exact time of meeting was inaudible on the recording.





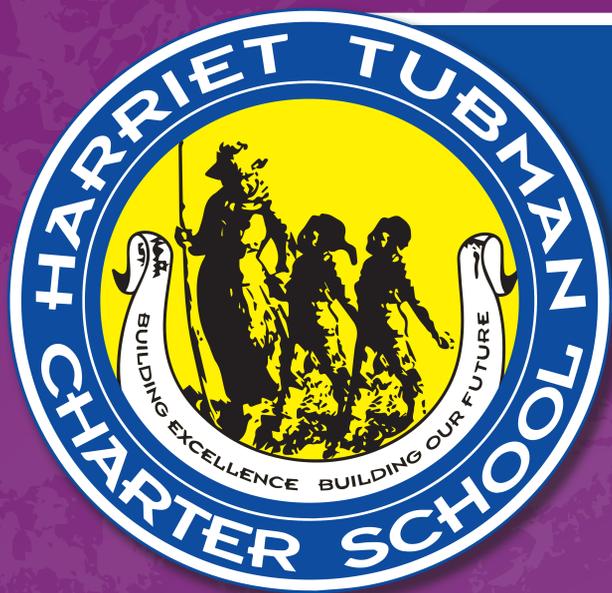
HARRIET TUBMAN

CHARTER SCHOOL

APPLY NOW!

718-537-9912

1176 Franklin Ave
Bronx, NY 10456
www.htcsbronx.org



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Building Our Future

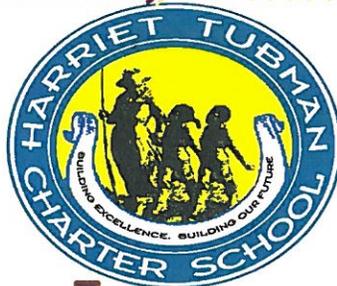


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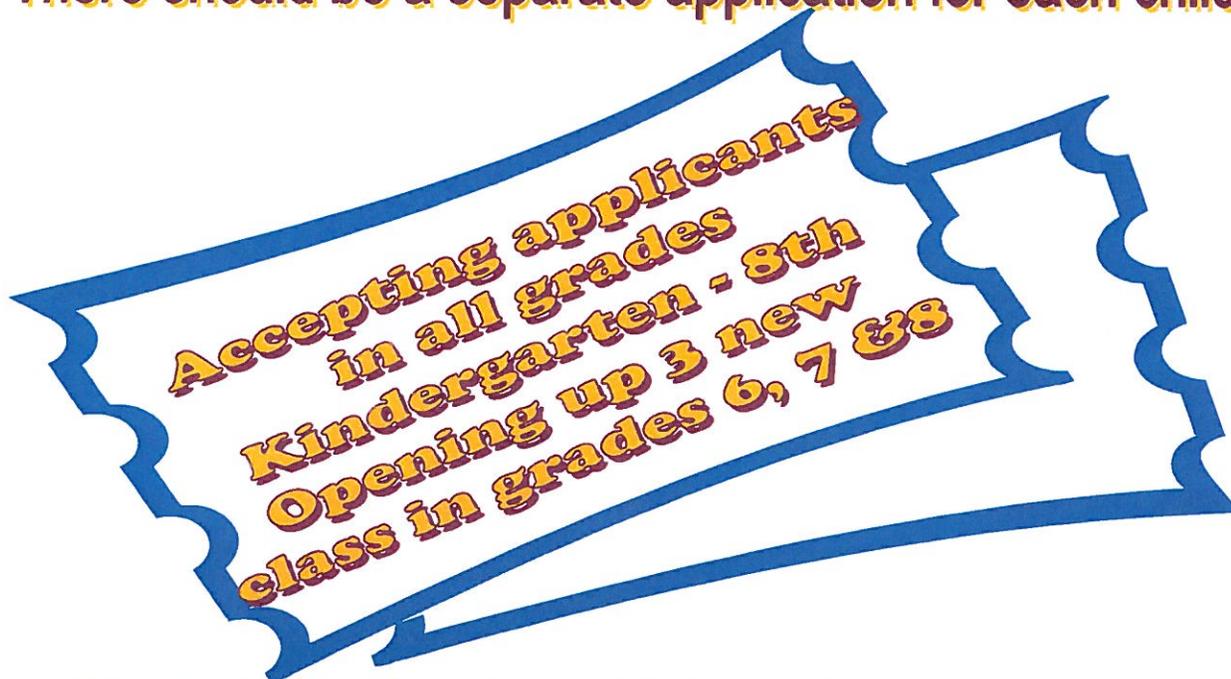
HARRIET TUBMAN CHARTER SCHOOL

Building Excellence, Building Our Future



LOTTERY APPLICATIONS

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



The Lottery drawing will be held at our school.
Official date to be announced.

All are welcomed to attend.

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

From:  Renee Irby
Subject: Bronx Charter School Open House
To:  **Michael Taylor**
Cc:  Laurine Davis  Yanique Kirlew  July Sencion  Yunery Brito  **Felicia Yarber** 

Our first Bronx Charter School Open House was a success. The atmosphere was electric as the music played as families visited all of the tables. We collected 120 applications and many families applied on line.

Grows: HTCS staff were personal, informative and welcoming.

We distributed pencils and bracelets with school logo and candy

We had interested parties sign our book as well as complete

applications

We were donned with HTCS polo shirts

Grows: Name tags

HTCS labeled pencil cups and bowls

Spanish brochures

More pens and clip boards

Sign indicating grades K-8

Picture of uniform

Picture of Harriet Tubman

Pictures of both schools

A couple of large plastic bins to hold our material

A new banner, as the current one is tattered

Fix the mistake in the brochure: the Parent's Statement is blank

Administrative Personnel (for at least the beginning of the day)

While we represented HTCS with bells on at the first Bronx Charter School Open House, we surveyed other schools and noted what we could improve upon for the next year.

Best Regards,

Mrs. Irby
Sixth and Seventh Grade Math Teacher
Harriet Tubman Charter School
Bronx, New York
Phone: 718-537-9912

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

Created Thursday, July 17, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/a8ed820afff83ca53081f2cdedac79b94ea7dfbb/>

Page 1

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

1. Trustee Name:

Marlon Dunbar

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

SUNY

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)

(No response)

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

No

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

No

Page 2

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

No

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

No

Signature of Trustee

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

Created Friday, July 18, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/bf58653a94ad212ce8d7876900cf125cf038c588/>

Page 1

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

1. Trustee Name:

Cliff Frazier

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

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:

[REDACTED]

7. *E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

• Chair/President

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

No

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

No

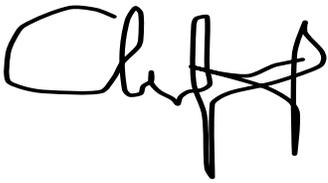
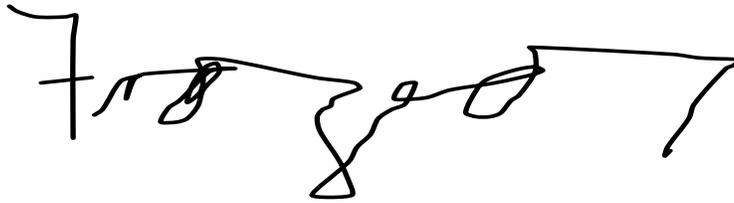
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be 'Chiff'.A handwritten signature in black ink, appearing to be 'F. J. ...'.

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

Created Thursday, August 07, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/f40142d9a3f3345053843bc04d69b5d632135c5a>

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:

Wesley D. Willi

2. Charter School Name:

Harriet Tubman 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)

• Other, please specify...: Trustee

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

No

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

No

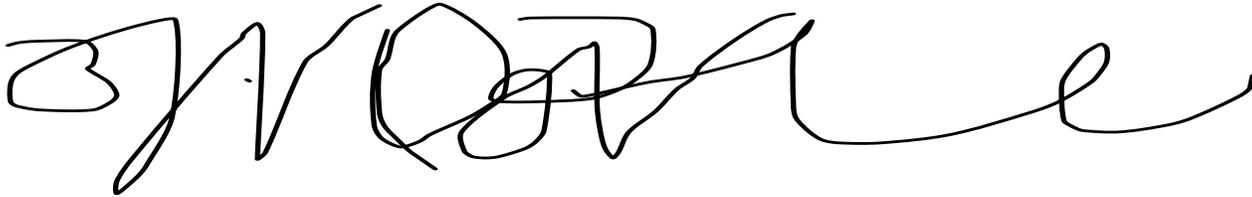
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to read "B. J. ...". The signature is written in a cursive style with a large initial "B" and a long, sweeping tail.

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

Created Monday, August 18, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/829a79187a7fb2c1018a71ed3b0a0476f472aae0/>

Page 1

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

1. Trustee Name:

Barbara Nowell

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

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

No

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

No

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

No

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

No

Signature of Trustee

A handwritten signature in black ink that reads "B. Powell". The signature is written in a cursive style with a large, looped "P" and a long, sweeping underline.

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

Created Thursday, August 28, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/bae885b8fa67d01c05b08ce9e70533d882eb1666/>

Page 1

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

1. Trustee Name:

Mildred E. McGee

2. Charter School Name:

Harriet Tubman Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: member

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

No

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

No

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